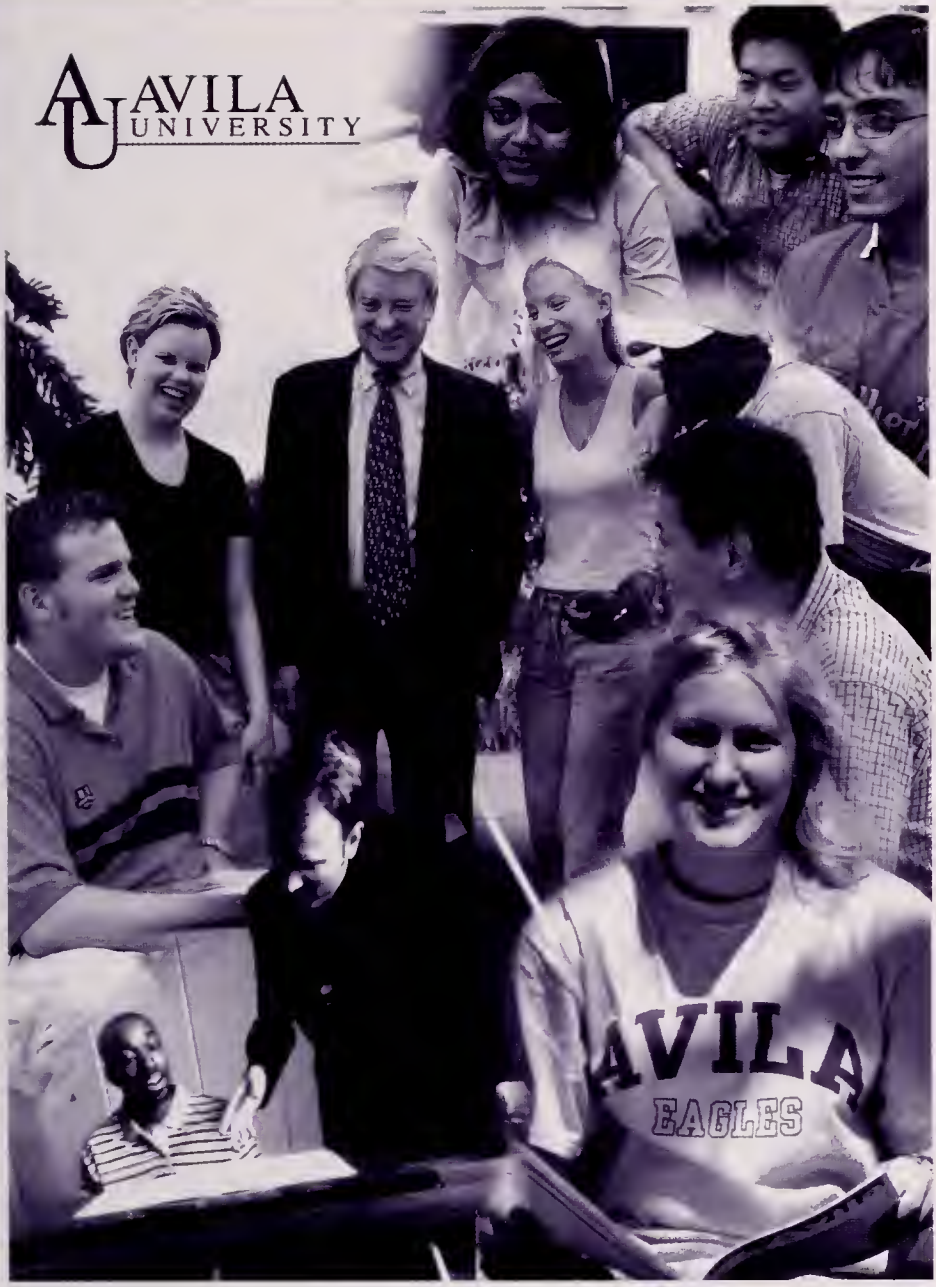
AVILA UNIVERSITY



GRADUATE CATALOG | 2003-2004

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Correspondence

Persons wishing further information about Avila graduate degree programs and graduate certification programs should contact the appropriate office listed below:

Margaret Longstreet
Graduate Education Office
11901 Wornall Road
Kansas City, MO 64145
Phone: (816) 501-2464
Fax: (816) 501-2455
E-mail: gradcert@mail.avila.edu

Don Miller, M.S.
Coordinator, MBA Recruiting and Advising
11901 Wornall Road
Kansas City, MO 64145
Phone: (816) 501-3601
Fax: (816) 501-2463
E-mail: millerdl@mail.avila.edu

Carol E. Pearce, M.S.
Director of Psychology, Admissions, and Recruitment
11901 Wornall Road
Kansas City, MO 64145
Phone: (816) 501-3665
Fax: (816) 501-2455
E-mail: pearcece@mail.avila.edu

Visitors are welcome at the university. While it is advisable to make appointments in advance, the offices listed above will be happy to arrange a tour of the campus during regular office hours, 8:00 a.m. to 5:00 p.m., Monday through Friday.

This catalog is not to be construed as a contract. The university reserves the right to change fees, tuition, or other charges; add or delete courses; revise academic programs; or alter regulations and requirements as deemed necessary. Avila University offers both equal education and equal employment opportunities.

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TABLE OF CONTENTS

Academic Calendars 3
General Information 5
Introducing Avila University 6
Mission Statement 6
Purposes 6
Value Statements 7
History of Avila University 7
Philosophy 8
Campus Buildings 8
Library 9
Academic Technology Facilities 10
Faculty 10
Student Body 10
Accreditation 11
Membership 11
Alumni Association 13
Campus Policies 13
Campus Life 19
Student Affairs 20
Student Policies 23
Admission/Expenses 25
Admission 26
Financial Regulations 27
Financial Aid 32
Academic Information 33
Academic Programs 34
Academic Policies 35
Graduate Programs/Courses 41
Administration/Graduate Faculty 55
Addresses for Accrediting Agencies 60
Index 61
Map ..... Inside Back Cover

ACADEMIC CALENDAR 2003-2004

Fall, 2003

Day/Evening Classes Begin	August 27
Labor Day Weekend	August 30 - September 1
Weekend Classes Begin	September 5
Avila Day/Fall Break	October 8 - October 12
Thanksgiving	November 26 - November 30
Finals Week	December 15 - December 18

Spring, 2004

Martin Luther King Jr. Holiday	January 19
Day/Evening Classes Begin	January 20
Weekend Classes Begin	January 23
Spring Break	March 8 - March 14
Easter Break	April 8 - April 11
Finals Week	May 10 - May 13
Commencement	May 14 - May 15

MBA CALENDAR 2003-2004

Fall Trimester	September 2, 2003 - November 17, 2003
Winter Trimester	January 5, 2004 - March 18, 2004
Spring Trimester	March 29, 2004 - June 10, 2004
Summer Session	June 21, 2004 - August 17, 2004

EDUCATION MASTER'S/GRADUATE CERTIFICATION CALENDAR

Fall Term	August 20, 2003 - December 18, 2003
Spring Term	January 20, 2004 - May 6, 2004
Summer Term	May 7, 2004 - August 17, 2004

GENERAL INFORMATION

Introducing Avila University

Avila University is a Catholic, four-year, co-educational university with liberal arts and professional programs. It is situated on 48 rolling acres in south Kansas City, Missouri. Avila University was founded in 1916 and is sponsored by the Sisters of St. Joseph of Carondelet.

From its modest beginnings, Avila has become a flourishing, comprehensive university offering a variety of degree programs. Founded as the College of St. Teresa, the college grew and expanded to a larger campus in 1963. It was at this time that the college name was changed to Avila to honor St. Teresa of Avila. In 2002, Avila College became Avila University, a name reflecting its growth and development as an institution of higher education.

Avila University's commitment to excellence, to service of students and the community, to quality education of spirit, mind and body, and to growth of the whole person is deeply rooted in its Catholic heritage and in the lives and beliefs of the founding Sisters of St. Joseph.

Students, faculty and staff at Avila University provide a supportive, caring yet challenging environment in which students receive close personalized attention with a student-faculty ratio of 12:1.

A strong emphasis is placed on integrating the liberal arts into all programs so as to prepare students for a lifetime of personal fulfillment and career growth. Carefully-planned courses in the humanities, arts, natural and social sciences are designed to develop each student's ability to think critically, analyze written material and write and speak effectively. At Avila University, students acquire those skills necessary for success in a chosen career as well as preparation for graduate or professional studies.

Mission Statement of Avila University

Avila University is a value-based community of learning, Catholic, co-educational and sponsored by the Sisters of St. Joseph of Carondelet. In a climate respecting the worth and dignity of each individual, the university provides liberal arts, professional undergraduate and graduate education for students' responsible life-long contributions to the contemporary world. *(adopted 1986-87)*

Purposes of Avila University

- Pursue academic excellence by providing an educational experience rooted in the Catholic tradition and in the spirit of the Sisters of St. Joseph, both of which emphasize collaboration, examination of social justice issues, responsiveness to needs of others, and respect for the worth and dignity of each individual.
- Offer liberal arts and professional undergraduate and graduate programs grounded in scholarship with well defined educational outcomes which emphasize communication and thinking skills, knowledge, and personal, social and spiritual development of each student.
- Strive for excellence through responsiveness to on-going assessment, evaluation, and self-reflection.

- Promote student learning by emphasizing teaching-learning strategies which actively engage the student in the learning process.
- Foster development of the whole person for life-long learning and service to the contemporary world through curricular and co-curricular programs.
- Serve a community of learners – primarily from the midwest – with diverse backgrounds and needs by providing a variety of educational formats.
- Address the broader educational needs of the greater Kansas City area by exploring, initiating, and supporting partnerships within the community. *(adopted 1996)*

Value Statements of Avila University

The Avila Community Values . . .

- Excellence in teaching and learning
- The Catholic identity of the university
- The sponsorship and contributions of the Sisters of St. Joseph
- The worth, dignity and potential of each human being
- Diversity and its expression
- Commitment to the continual growth of the whole person
- Interaction with and service to others
  (adopted 1988)

History of Avila University

The Sisters of St. Joseph were founded in LePuy, France, in 1650 to serve their neighbors by responding to the needs of society. In 1836, six Sisters arrived in America and traveled up the Mississippi to St. Louis, Missouri, and settled in a small town south of the city known as Carondelet. These women established several schools and were soon known as the Sisters of St. Joseph of Carondelet.

In 1866, five Sisters came to Kansas City and opened the first private high school for young women, St. Teresa's Academy. In 1916, the academy administration chartered the first private college for women in Kansas City, the St. Teresa College, and offered a two-year program leading to an Associate of Arts Degree. Fifteen years later, St. Joseph's Hospital School of Nursing became affiliated with the college and nursing students were enrolled in basic science and humanities courses.

In 1940, the college was expanded to a four-year liberal arts college with professional programs in nursing, education and business. It was fully accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools in 1946 and was called the College of St. Teresa.

The college established Kansas City's first baccalaureate degree program in nursing in 1948 and was accredited by the National League for Nursing in 1966. Additional programs in allied health, social work, and special education were developed to complement strong programs in the liberal arts.

The growth of the college resulted in a move to its present campus in 1963, which is located in suburban South Kansas City, three miles from Interstate 435. Seeking to serve a diverse population, the college became co-educational in 1969, established graduate programs in business, education and psychology in 1978 and began Kansas City's first Weekend College in 1984. Owing to its continued growth as a comprehensive institution of higher learning during the 1990s, offering undergraduate, graduate, and professional programs, Avila became, in 2002, Avila University.

Since its founding in 1916, Avila University has been committed to excellence in teaching and learning in an environment that respects the uniqueness of each person and stresses responsible service to others.

Philosophy of Avila University

Avila University, sponsored by the Sisters of St. Joseph of Carondelet, is an academic community dedicated to education in the liberal arts and the professional areas.

Avila is a Catholic university that seeks to foster the intellectual, spiritual and social growth of its members. The university community includes men and women with a diversity of religious convictions. The administration, faculty, staff and students work together to create an environment wherein the quality of Christian hope permeates and enlivens an objective search for truth.

Avila students are encouraged to develop values which enable them to grow in freedom and responsibility as they respond to contemporary, social and moral issues.

The Avila community provides an atmosphere of faith and support in which members may gain insight into themselves, their relationship with God, and their place of service in the world community.

Avila University Campus

Avila University is just minutes off an interstate highway network and is convenient to Kansas City's many attractions. Its fourteen buildings are situated on 48 acres in suburban South Kansas City and include residence halls; a fieldhouse; a sports complex for baseball, softball and soccer; the library; theatre; chapel and classroom facilities.

Campus Buildings/Centers

Blasco Hall (1963)
Administrative Offices, Admissions, Student Resource Center.

O'Rielly Hall (1963)
Primary academic building with science laboratories, computer classrooms, lecture hall and classrooms.

Carondelet Hall (1965)
Residence Hall and computer laboratory.

Marian Centre (1965)
Student Center with cafeteria, lounges, student government offices and bookstore.

Foyle Hall (1967)
Residence Hall for the Sisters of St. Joseph. Also houses the **Orscheln Memorial Chapel.**

Ridgway Hall (1970)
Residence Hall

Hodes Education Centre (1973)
Houses Education and Psychology classrooms and offices, the Child Care Center, and Montessori classrooms.

Goppert Theatre/Borserine Nurse Education Centre (1974)
Theatre with thrust stage and seating capacity of 500, the McKeon Performance Studio and Music rooms. Borserine Centre houses offices, classrooms, lounges and learning laboratory for nursing students and faculty.

Hooley-Bundschu Library (1978)
The Library houses eleven computers dedicated on research databases, a collection of print periodicals, a reference and circulating collection of materials as well as a computer lab.

Whitfield Centre (1978)
Houses the Business Division, the Avila Advantage program, classrooms, the Whitfield Conference Centre and the Thornhill Art Gallery.

Mabee Fieldhouse (1980, expanded 2001)
Contains the gymnasium, equipment and locker rooms for both men and women, a weight room, a walking track, and athletic offices.

Thomas R. Zarda Family Athletic Complex (1991)
Multipurpose outdoor athletic complex for softball, baseball and soccer.

Dallavis Center (1992)
Classrooms, the Communication Center including a TV studio with audio and video editing facilities, and the Art Center with studios, a photography laboratory, and Macintosh computers.

Schlumpberger Facility (1999)
Houses the maintenance equipment and services.

Library

The Hooley-Bundschu Library is the information resource center for the campus. It houses a collection of over 70,000 books, a current subscription list of 500 periodicals and newspapers, videotapes, CD-ROMs and the entire ERIC document collection on microfiche. The Library is a member of MOBIUS, a statewide consortium of over 50 academic libraries with a shared on-line catalog. The Library subscribes to on-line search services DIALOG and WESTLAW as well as providing student access to the bibliographic databases FirstSearch and ERIC. In addition, the Library provides access to full-text databases EBSCOhost, Lexis-Nexis Academic Universe, Gale Business & Company Resource Center, Contemporary

Women's Issues, Newsbank: Missouri Newspapers, ABC-Clio databases and the American Chemical Society Database. A children's literature collection and study rooms are available for faculty and student use. In addition, the Library houses a computer lab with sixteen PCs connected to the campus network and providing e-mail and Internet access as well as Microsoft Office and curriculum related software. Macintosh computers are also available. The Library is designed to provide an environment conducive to learning and research in an age that merges written and electronic media.

Academic Technology Facilities

Avila University has two computer labs and three computer classrooms. The two computer labs are located in the Hooley-Bunschu Library and in Carondelet Hall. Two computer classrooms are located in O'Rielly Hall and one is located in Dallavis Center.

The library lab has 19 Dell computers and 1 Macintosh computer connected to the campus network. The network stores the application software, which consists of Microsoft Office and other applications for specific classes as well as allowing access to the Internet. There are also a varicty of software applications directed towards nursing education available on the library computers. For students living in the residence halls, a lab of 10 Dell computers is housed in Carondelet Hall. These computers have the same software as the O'Rielly computer classroom. There are four printers, of which two are color printers.

One Dallavis classroom consists of 15 Apple Macintosh G3 computers, each equipped with a 17" Multiscan color monitor, DVD drive, a ZIP 250 drive, and an external floppy drive. Software available consists of Microsoft Office, Microsoft Works, Photoshop, Illustrator, QuarkXPress, and other specialty applications. This classroom also has three CD burners, three scanners, an HP750 color plotter, an HP 5M Laserprinter and a LCD projector. Both O'Rielly computer classrooms consist of 22 Pentium-III computers, each having a SVGA color monitor. Each computer runs Windows software including Microsoft Office and other specialty applications. Other equipment includes HP 5M Laserprinters, LCD Projectors and a SMART Board.

Faculty

The Avila University faculty is made up of 104 full-time equivalent professors. Seventy-four percent of the full-time faculty hold Ph.D. degrees or terminal degrees in their field and teach introductory as well as advanced courses. Avila's adjunct faculty are practitioners chosen for their ability to teach in specialized areas.

The faculty is committed to excellence in teaching. Research and publication are also valued especially when collaboration of students and faculty is involved. The Avila University faculty is dedicated to life-long learning, professional growth and excellence in the classroom.

Student Body

Avila University's 1,700 students come from the Kansas City Metropolitan area as well as 14 states and 24 countries. They range in age from 17 to 75. Some reside on campus and others commute to classes. Over 80% of the full-time students receive some type of financial

aid. Avila University students major in one of 34 undergraduate and 3 graduate programs doing clinical work or internships in numerous agencies and businesses throughout the metropolitan area.

Accreditation

Avila University is accredited by

The Higher Learning Commission and a member of
the North Central Association
30 North LaSalle St., Suite 2400
Chicago, Illinois 60602-2504
(800) 621-7440 • Fax (312) 263-7462 • Internet: info@ncacihe.org

Avila University programs are accredited by*:

Joint Review Committee on Education in Radiologic Technology
Council on Social Work Education
Missouri State Department of Elementary and Secondary Education
Masters in Psychology Accreditation Council
Commission on Collegiate Nursing Education

The Paralegal Program is approved by the American Bar Association.

Avila University Division of Nursing is approved by:

Missouri State Board of Nursing
3605 Missouri Boulevard
Post Office Box 656
Jefferson City, Missouri 65102-0656
(573) 751-0681 • Fax (573) 751-0075

Addresses for accreditation/approval agencies on pg. 60.

Membership

American Association of Colleges of Nursing
American Association of Colleges for Teacher Education
American Association of Collegiate Registrars and Admissions Officers
American Association of Paralegal Educators
American College Health Association
American Political Science Association
Association for College Personnel Administrators
Association of American Colleges and Universities
Association of Colleges of Sisters of Saint Joseph
Association for Gerontology in Higher Education
Association of Catholic Colleges and Universities
Association of College and University Housing Officers International
Association of College Unions-International
Association of Departments of English
Association of Governing Boards of Universities and Colleges
Association of Higher Education and Disabilities
Association of Independent Liberal Arts Colleges for Teacher Education
Catholic Campus Ministry Association

Central Association of College and University Business Officers
College and University Personnel Association
College Reading and Learning Association
Collegiate Nurse Educators of Greater Kansas City
Consortium of Small Metropolitan Colleges
Council of Applied Masters Programs in Psychology
Council of Graduate Departments of Psychology
Council for Higher Education Accreditation
Council of Independent Colleges
Council on Social Work Education
Council for Advancement and Support of Education
Greater Kansas City Psychological Association
Heart of America Athletic Conference
Heartland Chapter of CRLA
The Higher Learning Commission
Independent Colleges & Universities
International Assembly for Collegiate Business Education
Kansas Association of Colleges and Employers
Kansas City Area Graduate Admissions Professionals
Kansas City Association of Legal Assistants
Mathematical Association of America
Midwest Association of Colleges & Employers
Missouri Academy of Science
Missouri Association of Catholic College Students
Missouri Association of College Admissions Counselors
Missouri Association of Colleges of Nursing
Missouri Association of Colleges for Teacher Education
Missouri Association of Collegiate Registrars and Admissions Officers
Missouri Association of Schools and Departments of Music
Missouri Association of Theatre
Missouri Catholic Campus Ministers Association
Missouri Chapter of the Association of Higher Education and Disabilities
Missouri College Fund
Missouri College Personnel Association
Montessori Institute of America
National Association of Campus Activities
National Association of College Admissions Counselors
National Association of College and University Business Offices
National Association of College and University Residence Halls
National Association of Developmental Educators
National Association of Foreign Student Advisors
National Association of Independent Colleges and Universities
National Association of Intercollegiate Athletics
National Association of Student Financial Aid Administrators
National Association of Student Personnel Administrators
National Catholic College Admission Association
National College Learning Center Association
National Intramural-Recreational Sports Administration
National Orientation Directors' Association
National Women's Studies Association
Neylan Commission
Peace Studies Association

Sisters of St. Joseph College Consortium
Speech and Theatre Association of Missouri

Alumni Association

Through the Avila University Alumni Association men and women who have attended the university can maintain friendships and loyalties developed during their college years. Any former student who has completed twenty-four (24) semester hours of coursework at Avila is considered an alumnus/a. Through the association, alumni/ae promote the continued growth of the university and their own interest in higher education.

Campus Policies

Non-Discriminatory Policy

Avila University is an Equal Opportunity and Affirmative Action Employer and is committed to achieving and maintaining equal opportunity in employment and personnel actions and procedures including but not limited to recruitment, hiring, training, transfer, promotion, compensation and services.

Further, Avila University is committed to non-discrimination and equal opportunity to its students including but not limited to recruitment, admissions, financial aid, educational policies, placement services, housing, athletics, sponsorship and conduct of co-curricular activities and other university administered programs and services.

These policies for students, faculty and staff are to be administered without regard to sex, race, religion, age, color, sexual orientation, disability or national origin.

Responsibility for implementation of these policies is assigned to all administrative personnel and department heads. The Affirmative Action Coordinator is responsible for monitoring said policies and shall report progress, problems and concerns to the President.

Procedures for filing complaints and seeking their resolution are available from the Affirmative Action Coordinator.

Any concerns regarding discrimination on the basis of sex or disability should be addressed to Orrell Hutson, the university coordinator of Section 504 of the Rehabilitation Act of 1973 Title IX, in the Business Office, Blasco Hall, (816) 501-3618.

Sexual Harassment Policy

It is the policy of Avila University that sexual harassment is unacceptable conduct and will not be tolerated. To establish an environment in which the dignity and worth of all members of the institutional community are respected, Avila University will take immediate and appropriate corrective action in cases of sexual harassment.

Avila is committed to maintaining an environment that is free from discrimination and harassment. Avila believes that each student, member of the staff, and member of the faculty should be given an equal right to succeed based on his or her abilities and performance without being bothered or distracted by offensive behavior on the part of other Avila per-

sonnel. Each person at Avila has a right to personal privacy and dignity. Each person at Avila is responsible for creating an atmosphere free of discrimination and harassment.

Sexual harassment is a form of sexual discrimination and is illegal under Title VII of the Civil Rights Act and Title IX of the Higher Education Act. Sexual harassment most often exploits a relationship between individuals of unequal power and authority (for example, between a supervisor and employee, or between a faculty member and student), but may also occur between student peers or employees of equal ranks. Any member of the Avila community violating this policy is subject to disciplinary action (i.e., warning, restitution, suspension and/or dismissal). This policy will be strictly enforced.

1. Definition

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education;

OR

b. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;

OR

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work, educational performance or of creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definitions outlined above.

2. Examples of Sexual Harassment

The overriding factor in sexual harassment is that the behavior is uninvited and unwanted. Sexual harassment is not accepted social behavior. In one extreme form, sexual harassment occurs when a person in a position of influence or control uses authority or power to coerce sexual relations or punish refusal. Sexual harassment, however, is not limited by the gender of either party, or by superior-subordinate relationships.

A hostile environment may occur even if the harassment is not targeted specifically at the individual complainant. For example, if a group of students regularly directs sexual comments toward a particular student, a hostile environment may be created not only for the targeted student, but also for those who witness the alleged conduct.

Sexual harassing behaviors may include, but are not limited to, the following:

- Coerced sexual relations.
- Physical assault, including rape.
- Unwelcome sexual flirtation, advances or propositions.
- Inappropriate personal questions.
- Verbal remarks of a sexual nature, whether to an individual or directed to a group.
- Sexually explicit or sexually offensive jokes.
- Graphic or degrading verbal or written comments about an individual or the individual's appearance.

- The display of sexually explicit, offensive, or demeaning photographs, cartoons, articles, or other written materials or objects of a sexual nature.
- Transmitting or accessing sexually explicit materials by computerized, electronic, or other means, such as e-mail and voice-mail.
- Requiring a person to wear sexually revealing clothing when not relevant to the educational or work experience.
- Any suggestive or unwelcome physical contact.
- Demanding sexual favors accompanied by promises, hints or threats concerning one's employment or educational status or opportunities.
- Verbal abuse of a sexual nature, including graphic commentaries regarding a person's body; comments regarding sexual behavior; sexually degrading words to describe a person; sexually suggestive gestures, to include staring, leering, or ogling the person's body; unwelcome requests for sexual behavior; lewd comments, sexual innuendoes, and other vocal activities such as cat calls, wolf whistles, etc.
- Introducing clearly inappropriate or generally offensive sexual content into a classroom discussion.
- Stalking.

3. Confidentiality

Faculty, staff and students of Avila University must report to one of the members of the grievance committee all alleged incidents of sexual harassment of which they become aware. This includes circumstances under which an allegation of harassment is made and accompanied by a request to keep the matter confidential and take no action. The only persons exempted from this reporting obligation are licensed counselors and campus ministers who become aware of the allegation in the course of providing confidential counseling services.

Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Avila University will protect the confidentiality of harassment allegations to the extent possible. Avila cannot guarantee complete confidentiality, since it cannot conduct an effective investigation without revealing certain information to the alleged harasser and potential witnesses. However, information about the allegation of harassment will be shared only with those who need to know about it. Records relating to harassment will be kept confidential on this basis.

4. Sexual Harassment Complaint Procedures

See the Vice-President for Academic Affairs or the Vice-President and Dean of Student Affairs for the procedures to report a sexual harassment complaint.

5. Other Action Permissible

In addition to using the grievance procedures described in paragraph 4, persons believing that they may be the victims of sexual harassment have the right and are encouraged to tell the perpetrator that the conduct is offensive and to insist that the conduct stop.

6. Retaliation Prohibited

This policy seeks to encourage students, staff, and faculty to express freely, responsibly, and in an orderly way their opinions, beliefs, and feelings about any problem or complaint about sexual harassment. Any member of the university community who personally or through

another person attempts to interfere with, restrain, coerce, discriminate against, or harass (whether overtly or covertly) any individual making a complaint of sexual harassment will be subject to prompt and appropriate disciplinary action.

7. Avila's Commitment to Effective Anti-Sexual Harassment Policies

If any student, member of the faculty, or member of the staff feels that Avila has not met its obligations under this policy, that person should contact either the Vice President for Fiscal Affairs or the Vice President for Academic Affairs. Effective anti-harassment policies depend on all members of the Avila community, working together to address this very important subject.

Consensual Relationships

Amorous relationships between persons of unequal power and position within an organization can lead to difficulties and liabilities for all parties. Avila University considers amorous relationships between employees and students to be unethical when the employee has professional responsibility for the student in the context of supervision, teaching, or advisement or has direct power to control benefits, rewards, privileges or penalties.

Substance Abuse

Avila University is committed to helping all members of the university community to make responsible decisions in all areas of their lives. As a part of this commitment, Avila University recognizes the need to supply accurate information on the consequences of the use and abuse of substances, legal and illegal, to students, faculty and staff. Therefore, the university has established a process by which members of the Avila community who are abusing substances can be identified. As an aid in developing a mature and responsible outlook, programs through which identified abusers can be assisted in dealing with dependence have been established.

Family Education Rights and Privacy Act (FERPA)

Avila complies with the provisions of the Family Education Rights and Privacy Act of 1974. This Act, as it applies to institutions of higher learning, ensures that students have access to certain records that pertain to them and that unauthorized persons do not have access to such records. Copies are available upon request to the Registrar.

Student Right-to-Know Act

Avila complies with the provisions of the Student Right-to-Know Act of 1990. This Act requires institutions of higher learning who receive Title IV student financial assistance to be responsible for calculating completion of persistence rates, and making them available to current or prospective students through "appropriate publications and mailings." Requests for copies can be directed to the Registrar.

Crime Awareness and Campus Security

Avila complies with the provisions of the Crime Awareness and Campus Security Act of 1990. It is committed to assisting all members of the Avila community in providing for their own safety and security. The annual security compliance document is available on the Avila University web site at http://www.avila.edu/info/security/index.htm.

If you would like to receive a booklet called "Crime Awareness and Campus Security Policies," which contains this information, you can stop by the Student Affairs Office in the Marian Center Building any weekday between 8 AM and 5 PM or you can request that a copy be mailed to you by calling (816) 501-3627.

The web site contains information on campus security and personal safety, including crime prevention, university police law-enforcement authority, crime reporting policies, disciplinary procedures, and other important matters about security on campus. It also contains statistics for the three previous calendar years on reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Avila University, and on public property within or immediately adjacent to and accessible from the campus.

Information Technology Usage Policy

Avila University is committed to the ideals of honesty and respect for both real and intellectual property of other persons. All users of the university computers, networks and technology facilities must agree to use them legally, ethically, and in keeping with their intended use. Students using the computers, networks, and/or technology equipment are agreeing to abide by the information technology policies noted in the Avila Student Handbook.

Education Pass Rates

Information on the pass rates for the Education major, including the Praxis exams, are available on the Avila University web site at www.Avila.edu.

CAMPUS LIFE

Student Affairs

The Division of Student Affairs is designed to assist students in reaching their full potential in and out of the classroom. Services, programs, opportunities for development, and assistance in many areas are available and encouraged.

Athletic Department

The Athletic Department is responsible for the development and administration of an intercollegiate sports program that provides quality and competitive opportunities for students in a variety of fields. Avila offers intercollegiate women's competition in basketball, golf, soccer, softball and volleyball. Intercollegiate opportunities for men's competition include baseball, basketball, football, soccer and volleyball. In addition, Avila sponsors spirit squads that includes a performance dance team and cheer team.

The Director of Athletics, in conjunction with coaches and staff, coordinates recruitment of student athletes, promotion of athletic programs and management of all athletic facilities and equipment including the Mabee Field House and the Zarda Sports Complex.

The Eagles are members of and compete at the National Association of Intercollegiate Athletics (NAIA level and have a conference affiliation with the Heart of America Athletic Conference.

Avila students, faculty, and staff receive free admission to all home athletic contests.

For for more information, please call the Athletic Department at (816) 501-3634.

Athletic and Recreational Facilities

Avila has outstanding athletic and recreational facilities available to students, faculty and staff. Outdoor facilities include the Thomas R. Zarda Family Athletic Complex which includes baseball, softball and soccer fields, tennis courts, and multipurpose field space. Indoor facilities at the Mabee Field House include basketball and volleyball courts, universal and free weight equipment, aerobic exercise equipment, indoor batting cage, and men's and women's locker rooms.

Bookstore

The campus bookstore operates to meet the needs for course textbooks. In addition, it sells school and office supplies, logo clothing, stamps, and miscellaneous gifts and merchandise.

The bookstore buys back course textbooks all year long at blue book prices. However, at the end of each semester, books are bought back at approximately 50 percent of purchase price and then made available at reduced prices to students for the next term. The bookstore also is home to the campus Lost and Found department.

Campus Ministry

Campus Ministry views the development and exploration of "Spiritual Values" as an important part of ongoing and eomprehensive formation at Avila. Students are invited to develop their spirituality through eommunal eelebrations, liturgies, interfaith serviees, soeial justice awareness, eommunity serviee, small communities for faith sharing, retreats, pastoral counseling, and spiritual direetion. Student leadership and involvement is highly encouraged in the variety of ministries offered. Each year students are chosen as the Barley Team who, with the Direetor of Campus Ministries, eomprises the leadership team. Whether on the leadership team or not, eaeh of us is called to ministry by virtue of our faith. All are invited to live their faith by beeoming involved with Campus Ministry. For more information, please eall (816) 501-2423.

Child Care Center

The Child Care Center serves children ages two and a half through six (2½-6) years of age (must be toilet trained). Children enjoy free play supervised by the Child Care Coordinator and student assistants. The cost is $4.00 per hour, per child, and $3.00 per hour for each additional child per family. Days of service closely coincide with academie calendar. For more information, please call (816) 501-3745.

Counseling

Through the Student Resouree Center in lower Blaseo a lieensed mental health professional is available to providc:

- Assessments
- Personal counseling dealing with a widc rangc of issues
- Support for those struggling with a personal crisis
- Referrals to outside ageneies as appropriate
- Workshops, information sessions, and opportunities to share experienees and learn in a small group setting.

Individual appointments may be scheduled to obtain personal assistanee with any of the issues listed above. For more information or to schedule an appointment, please call (816) 501-3666. (Counselor hours vary according to need.)

Disability Services

Avila University welcomes students with physical or mental challenges who can be sueeessful learners and contributors to the Avila Community. To apply for accommodations in your learning environment (curricular and co-curricular), contaet the Disability Serviees Offiee. The Coordinator of Disability Services welcomes questions, issues, and coneerns. For morc information, please eall (816) 501-3666 or see the Disability Serviees web site at http://www.avila.edu/info/sre/collegeskills/services.htm.

Health and Child Care Services

The nurse-directed health center is staffed by a registered nurse and offers free health services to all students. Services include minor illness/injury assessment, treatment with non-prescriptive medications and medical supplies, emergency care, referrals to campus resources or appropriate community health care resources. Health counseling and education are provided on an individual basis or through group programs.

Health Services is the primary campus contact for student health insurance information. Information about the Child Care Center and Montessori School is also available from this office. For more information, please call (816) 501-3668.

Montessori School

The Avila Montessori School provides schooling for children age three to six (3-6), including kindergarten. Enrollment options are available in both full-day and half-day sessions. Certified Montessori teachers instruct classes. Days of service closely coincide with the academic calendar. Before and after school care is available through Avila Child Care Center.

FOR MORE INFORMATION OR TO ENROLL YOUR CHILD IN THE CHILD CARE CENTER OR THE MONTESSORI SCHOOL, CONTACT HEALTH AND CHILD SERVICES AT (816) 501-3676 OR (816) 501-3668.

Security

The campus is staffed by professional contracted security officers 365 days a year, 24 hours a day. Campus security officers are provided through a contract service with JACO Security, duly licensed private security company. Security officers can be reached via an office phone at ext. 2466. **For emergency or immediate response contacts, security needs to be called at (816) 501-2474.** Security also carries a pager, which can be reached at (816) 840-1815. A voice paging system will receive the call. The caller should give his/her name, a message describing the situation, his/her location, and phone number. The security guard will contact the caller or meet the caller as needed.

If the situation calls for immediate emergency response from local authorities, call 911 (Campus phones – dial 9-911).

Security also is available for escorts on campus, incident report filing, automobile jump starts, parking lot assistance, crime statistics and safety education. All campus crimes or incidents must be reported to Campus Security or the Student Affairs Office at (816) 501-3627.

Wellness

Wellness activities and programming are available to all student, faculty, and staff. Programming is designed to promote wellness and non-competitive recreational opportunities. The Wellness advisor and student assistants plan forums, classes, and activities. For more information, please call (816) 501-3668.

Student Policies

Code of Student Conduct

As a Catholic University, sponsored by the Sisters of St. Joseph of Carondelet, Avila maintains a position that its educational role is more than an exchange of knowledge and the pursuit of wisdom. Avila is committed to the educational development of the total person, and seeks to develop an environment that is conducive to academic endeavor, social, spiritual, personal, and physical growth with individual self-discipline and responsibility. It is the purpose of this Code of Student Conduct to create an environment in which students have the best chance to learn, to study, and to grow as members of this community and the world community. This Code of Student Conduct allows members of our diverse community to live in harmony, to interact effectively, and to learn from each other.

The university operates from a value system in which caring, sharing, and respect are paramount. While we value diversity, and seek to serve all segments of society, we do not aspire to be only a reflection of society. We seek higher goals with higher values and higher standards. This is the community that you have chosen, one that expects more from itself, more from one another and more from you.

It is the intent of this code to set forth in a clear, concise, and uniform manner the expectations of students who join with the University Community and to set forth administrative and judicial procedures whereby those who are accused of violating the rules may be afforded due process.

A complete explanation of the Code of Conduct, student policies and the discipline process is available in the *Avila University Student Handbook*. Handbooks are available on-line through the Avila University web site at www.avila.edu or by contacting the Student Affairs Office at (816) 501-3627.

Some key student policies are listed below with a complete listing being available in the *Avila University Student Handbook*.

Personal Property Losses

The University is not responsible for the loss or damage to property owned by students or their guests, regardless of the cause.

Identification Cards (ID)

All students are required to have an official, validated Avila University ID cards. Students shall present their ID card upon request of an authorized official for services, admittance to activities and events, and the use of some facilities. ID cards are required for students on a meal plan to access food service. Some local businesses grant discounts to students who present a valid ID. ID cards must be validated each semester that a student is enrolled at Avila.

Replacement ID cards are available at a cost of $20.00, due at the time of card replacement. For more information or for a schedule of times for the ID service, please contact the Student Life Office at (816) 501-3660.

ADMISSION/EXPENSES

Admission

The admission procedures and policies of Avila are designed to assist in the selection of those students who are most likely to benefit from and contribute to the educational opportunities offered at the University. Avila offers three graduate degree programs: Master of Business Administration (M.B.A.); Master of Science (M.S.) in Counseling Psychology; and Master of Arts (M.A.) in Education. In addition, the University offers two graduate certification programs. The Department of Education offers Teacher Certification for students who have previously earned a bachelor's degree from an accredited college or university to become eligible for a Missouri and/or Kansas teaching certificate, and the Department of Business also offers graduate business certificates in accounting, finance, health care administration, international business, management, management information systems, and marketing.

Persons applying for admission to one of Avila's three graduate programs should follow the admission procedures outlined in the respective section for each of the graduate programs in the Graduate Program/Course section below. An official transcript of the highest degree earned is required for each graduate program.

Persons interested in applying may obtain more information by contacting one of the following offices:

1. For the M.B.A., students apply directly through the Business Division. for application materials or information, contact the Business Division at (816) 501-3601, fax (816) 501-2463, or e-mail to Don Miller at millerdl@mail.avila.edu.

2. For the M.S. in Counseling Psychology, apply directly through the Education/ Psychology Division. For application materials or information, contact Psychology Admissions at (816) 501-3665, fax at (816) 501-2455 or e-mail to Carol Pearce at pearcece@mail.avila.edu.

3. For the M.A. in Education, apply through the Education/Psychology Division. For application materials or information, contact the department at (816) 501-2464 or e-mail to gradcert@mail.avila.edu.

Graduate Certification Students

Business Certificate

The Graduate Business Certificate Program has been designed so that students can enroll in a one-step process. Students can be advised and registered for their first course in a single meeting. For more information, contact Don Miller, Coordinator, MBA recruiting and Advising, 11901 Wornall Road, Kansas City, MO 64145, Phone: (816) 501-3601, Fax: (816) 501-2463, e-mail: millerdl@mail.avila.edu.

Teacher Certification

The Education Department provides the opportunity for students who have previously earned a bachelor's degree from an accredited college or university to become eligible for a Missouri and/or Kansas teaching certificate by successfully completing a certification program. The teaching certification applicant must demonstrate the same competency require-

ments as those required for all education students. Consult the Teacher Education Resource Manual for specific requirements and procedures.

Required Materials:

Teacher Certification applicants must submit:

1) *Application for Admission.*

2) *Official transcript(s) of all college-level work* completed. Final college transcript must indicate conferral of bachelor's degree with an overall GPA of 2.5.

Financial Regulations

The university year is divided into terms whose length is determined by each individual graduate program. Full-time tuition does not include courses taken during the summer term. Tuition and fees are the same for audited and credited courses. Accounts must be paid in full at the beginning of each term in order to complete registration. This includes applying for financial aid. Students are responsible for the total tuition and other miscellaneous charges even though a third party may pay the university directly or reimburse the student. Avila University accepts Mastercard, Visa or Novus Network (Discover) credit cards.

Basic Expenses (2003-2004)

Tuition per credit hour for graduate credit, including summer	$ 375.00
Tuition per credit hour for Graduate Education Certification Course (500 level) per credit hour	$ 336.00
Student Center and Activity Fee per credit hour	$ 3.00
Technology Fee per credit hour	$ 6.25
Audit per credit hour	$ 375.00
Room and Board per semester	
Double	$ 2,650.00
Single (if available)	$ 3,325.00
Room Reservation and Damage Deposit	$ 50.00
Residence Hall Activity Fee per semester	None

Special Tuition-Students 55 years and older (verification of age required)

Tuition for all Graduate day and evening classes per credit hour	$ 185.00
Student Center and Activity Fee per credit hour	$ 3.00
Technology Fee per credit hour	$ 6.25

For Lab Fees and Miscellaneous Fees see the Semester Class Schedule for specific fees.

Payments

Room Reservation and Damage Deposit

Rooms are reserved by written application to the Residence Life Office and payment of a $50 Room Reservation and Damage Deposit.

Payment of Accounts

All accounts must be paid in full (via personal payment or financial aid) by the payment due date announced in the class schedule or arrangements must be made to pay in installments through Avila's Deferred Payment Plan. Avila University accepts Mastercard, Visa or Discover credit cards.

Financial Aid and Loan Recipients

In order for financial aid awards to be applied to the student's account, aid must be accepted in writing and all aid papers must be signed in the Financial Aid Office.

If, at the time of registration, the loan proceeds (wire transfer or check) are not in the Business Office, the student will be responsible for any payment due. Perkins Loan recipients must sign the loan papers in the Business Office during the first week of classes. In the event there are other loans, such as Stafford, they may be signed according to the regulations noted under the catalog section Credit Balance Refunds. Loan proceeds must be applied to any balance due and any resulting credit balances will be refunded as noted under Credit Balance Refunds.

Please Remember: *Loans of any type MUST BE REPAID whether or not you graduate or are satisfied with the education you receive.*

Deferred Payment

Through Avila's Deferred Payment Plan, the tuition and fee balance, after accepted financial aid is applied, may be paid in four equal installments throughout the semester. The first payment (25% of balance due which includes the plan fee) is payable approximately seventeen days prior to the date of the first class or at the time of registration with the balance payable in three equal installments during the semester. Students may enroll in the deferred payment plan by signing an agreement and paying an enrollment fee. Agreement forms are available in the Business Office and must be signed. If the form is not returned, the enrollee, by making the first payment of the deferred payment plan, accepts all the conditions of the plan. A fee for the plan is charged, and, if payments are not made on or before the due dates, a late payment penalty is assessed. Charges and payment dates are listed in each semester class schedule. THE STUDENT'S RESPONSIBILITY FOR THE TOTAL CHARGES IS NOT CHANGED BY HAVING SOME PORTION OF THE PAYMENT DEFERRED.

Late Payment Penalties

Failure to make arrangements for any payment due on a campus account by the due date will result in one or more of the following actions:

a) late payment penalty
b) a hold on the student's record
c) cancellation of the student's registration

A student may be reinstated by paying a reinstatement fee; however, the original classes cannot be guaranteed.

REFUNDS

Return of Tuition and Enrollment Charges

In any instance of adding, dropping or withdrawing courses, the student must complete a Change of Schedule form available in the Registrar's Office and return the form to the

Registrar's Office. The date the form is returned and processed in the Registrar's Office is the date used for adjustments to charges. The time periods for the adjustments commence with the first day of classes according to the academic calendar and not the beginning date of the individual courses, unless otherwise noted. Laboratory fees are not refundable, except as noted below. An administrative withdrawal fee will be charged.

Withdrawal fee:
Full-time students: $100
Part-time students: $ 25

Tuition will be adjusted for a full-time or part-time student in accordance with the student's status.

Full-Time Students

- **Cancellation of Registration**
  Prior to the start of classes and the first seven calendar days of the semester, a cancellation of registration will result in a cancellation of all tuition and fees. Cancellation of registration is a complete withdrawal from the university and no records will be kept. The Change of Schedule form must be returned to and processed by the Registrar's Office during the first week of classes to officially cancel registration. An administrative withdrawal fee of $100 will be charged. The return of any Title IV federal student aid and non-federal student aid will follow the policies listed below.

- **Change of Status from Full-time to Part-time**
  Prior to the start of classes and the first seven calendar days of the semester, tuition charges will be re-assessed at the part-time rate. After seven calendar days there will be no tuition reduction and the original charges will be due and payable. The Change of Program form must be returned to and processed by the Registrar's Office during the first seven calendar days of classes to officially re-assess tuition charges. The return of any Title IV federal student aid and non-federal student aid will follow the policies listed below.

- **Total Withdrawal of Registration**
  After the first week of classes, full-time students withdrawing from all classes will be re-assessed tuition based on the following schedule. The Change of Schedule form must be returned to and processed by the Registrar's Office during the given period to officially re-assess tuition charges. Laboratory fees are not refundable. An administrative withdrawal fee of $100 will be charged.

1 through 7 calendar days	100% tuition refund (see cancellation above)
8 through 14 calendar days	75% tuition refund
15 through 21 calendar days	50% tuition refund
22 through 28 calendar days	25% tuition refund

The return of any Title IV federal student aid and non-federal student aid will follow the policies listed below.

Part-Time Students

- **Cancellation of Registration**
  Prior to the start of classes and the first seven calendar days of the semester, a cancellation of registration will result in a cancellation of all tuition and fees. Cancellation of reg-

istration is a complete withdrawal from the university and no records will be kept. The Change of Schedule form must be returned to and processed by the Registrar's Office during the first week of classes to officially cancel registration. An administrative withdrawal fee of $25 will be charged. The return of any Title IV federal student aid and non-federal student aid will follow the policies listed below.

- **Withdrawal from Some or All Classes**
  After the first week of classes, part-time students withdrawing from all classes will be re-assessed tuition based on the following schedule. The Change of Schedule form must be returned to and processed by the Registrar's Office during the given period to officially re-assess tuition charges. Laboratory fees are not refundable. An administrative withdrawal fee of $25 will be charged.

1 through 7 calendar days	100% tuition refund (see cancellation above)
8 through 14 calendar days	75% tuition refund
15 through 21 calendar days	50% tuition refund
22 through 28 calendar days	25% tuition refund

  The return of any Title IV federal student aid and non-federal student aid will follow the policies listed below.

- **Weekend Classes**
  See the section on Weekend Policies for the refund policy (p. 35).

Refund Appeal Policy

Students who feel their individual circumstances warrant an exception from the above stated refund policies may appeal in writing. The appeal should include a statement of the exception being requested, an explanation as to why an exception should be granted and appropriate materials to support the request for the exception. The appeal letter and supporting materials should be sent to the Academic Dean's Office. Once all materials are complete in the Dean's Office, the student will receive written notification of the decision.

Credit Balance Refunds

Credit balances are available from the Business Office on the following schedule: **Students not receiving federal assistance** may request a refund at any time after the second day of classes. **Students receiving any federal assistance** (Pell, SEOG, Subsidized and/or Unsubsidized Stafford Loans) will automatically receive a credit balance return on the schedule outlined below ***unless*** the student has submitted a written request for Avila University to maintain a credit balance on his/her account. Credit balances resulting from these federal monies must be issued to the student by the 14th day following the beginning of class or the receipt of funds by the University (whichever occurs last). Federal Perkins Loan papers must be signed in order to be included in any credit balance returns. Refunds for Perkins Loan proceeds will be available on the 14th day following the beginning of class or the completion of the Promissory Note by the student (whichever occurs last). In instances where credit balances are created by funds paid from outside sources (such as business, government and banks), the money must first be received by Avila University in order to issue a disbursement check to the student. An authorization to bill an outside source does not create a credit balance.

- **Federal Stafford Loan, Federal Unsubsidized Stafford Loan and/or Perkins Loan recipients:**

  a. Remember: Loans of any type must be repaid whether or not you graduate or are satisfied with the education you receive. Borrow wisely!

  b. For first-year, first-time undergraduate borrowers, loan proceeds will not be disbursed until 30 days have expired from the first day of classes. At that time, after class attendance and academic progress have been verified, loan checks may be endorsed by the student or wire transfers received by the University. Any refunds resulting from this occurrence will be issued on the 14th day after funds are received by the University.

  c. For all other borrowers: Avila University regulations will not permit credit balances generated by these loans to be returned until classes have begun and attendance has been verified. When the loan check is endorsed or a wire transfer received before classes begin, the refund of a credit balance will be available on the 14th day following the beginning of classes. If the loan check is endorsed or a wire transfer received after the beginning of classes, the refund of a credit balance will be available on the 14th day following the receipt of the loan proceeds.

Graduate Education Refund Policy

If for any reason a student will not be attending a course, that student must withdraw before the course begins to avoid financial penalty. To withdraw from a course a student must sign a Change of Schedule form, which can be obtained in the Graduate Education Office.

Students who do not officially withdraw from a course will receive a final grade of "F". A withdrawal will only be issued if it is requested before the fourth meeting.

Students who withdraw from five-week or eight-week classes are eligible for refunds under the following schedule:

- complete refund* if the withdrawal takes place before the start of the course.
- 75% refund* if the withdrawal takes place after the first meeting of the class.
- 50% refund* if the withdrawal takes place after the second meeting of the class and before the third meeting.

*All schedule cancellations or complete withdrawals will result in a $25.00 charge; all other changes in schedule will be charged $15.00 for each change. There is no fee for changes made as a result of classes cancelled by the university.

All other courses, including Weekend Intensive and Saturday only classes, will be assessed the appropriate fee(s) as prescribed in the University catalog.

Residence Hall Refund Policy

Students who have been granted a withdrawal from the university may check out of the residence halls and receive refunds as follows:

- If within the first seven calendar days of the semester, students will receive a full refund of their total room and board fees minus $100.00 administrative fee.
- After the first week of classes, refunds will be calculated by dividing the total amount of their room and board contract by the number of weeks in the semester and then multiply-

ing that by the number of weeks they have resided in the residence halls. An administrative fee of $100.00 will also be charged.

Students who are dismissed from the halls for disciplinary reasons will not receive a refund.

The $50.00 Room Reservation and Damage Deposit may not fall below $25.00 while a student is in residence. The deposit will be forfeited if the student has not occupied the room by 5:00 p.m. on the first day of classes. A residence room will be considered vacant unless previous arrangements have been made.

After a student has properly checked out of the room, the Room Reservation and Damage Deposit, less unpaid assessments, is refundable to the student under the following circumstances:

- Any new resident student who withdraws an application and who notifies the Residence Life Office in writing prior to June 15 for the Fall Semester and December 1 for the Spring Semester.
- Students withdrawing from the university at the end of the Fall Semester who notify the Residence Life Office in writing by December 1 for the Spring Semester.
- Students who do not sign a new contract and whose contract period expires.
- Students who do not sign a new contract and whose contract period expires.
- Returning resident students who request cancellation of their contract during the summer and who notify the Residence Life Office by June 15.

Financial Aid

Loans

Stafford Loans

Stafford Loans (Subsidized and Unsubsidized) are deferred fixed and variable interest rate loans available to undergraduate and graduate students who demonstrate financial need. These loans are arranged through private lenders.

When to Apply for Financial Aid

Students should apply for aid as soon as possible after January 1st. Since financial aid awards are for one year only, students must reapply each year.

Missouri residents should keep in mind the April 1 FAFSA receipt date deadline for consideration for the Missouri Student Grant.

How to Apply for Financial Aid

Contact the Financial Aid Office located in Blasco Hall for complete instructions on how to apply for all types of financial assistance.

Notification of Award

All Avila aid recipients will be officially notified of the type and amount of their aid awards by the Director of Financial Aid on a written award notice.

Standards for Satisfactory Academic Progress

Federal regulations and Avila University require that any student receiving funds from any federal, state or institutionally-controlled aid program maintain reasonable academic progress. Copies of the standards are available in the Financial Aid Office.

ACADEMIC INFORMATION

Academic Programs

Graduate Degree Programs

Degree	Major
Master of Arts (M.A.)	Education
Master of Science (M.S.)	Counseling Psychology
Master of Business Administration (M.B.A.)	Business with a concentration in Accounting Finance General Management Health Care Administration International Business Management Information Systems Marketing

Graduate Certification Programs

Graduate Business Certificate Program
Graduate Education Certification Program

Assessment Program

Avila University is committed to evaluating the performance of the university as well as the academic achievement of the students. Assessment at Avila is a multidimensional, ongoing process of gathering, interpreting and sharing information about the learning and development of Avila's students. This information is used to determine student achievement; to evaluate the effectiveness of the curriculum; to guide the revision of programs, courses and instruction; and to serve as a catalyst to aid students in self-evaluation and goal setting. Assessment at the undergraduate level addresses the learning outcomes for the Core Curriculum as well as the major. Graduate assessment focuses on the educational outcomes associated with each of the graduate programs. Students participate in assessment activities throughout their time at the university and after graduation as alumni. These activities include surveys, standardized examinations, in-class assessments, portfolios and final projects or theses.

Alternative Programs

Avila's Weekend Classes

Avila's weekend classes are designed for students who find the weekend a convenient and attractive time for learning and study. They are designed to service students who, because of job and family responsibilities, find weekend classes compatible with their lifestyles and goals.

Weekend Options

There are two options for weekend classes from which a student might choose:

1. **Weekend Intensive Classes:** classes meet one, two or three weekends on Fridays from 6:00 to 10:00 p.m. and on Saturdays from 8:30 a.m. to 5:00 p.m.

2. **Saturday Classes:** classes meet for two, four or six Saturdays. See the course schedule for meeting dates and times.

Weekend Policies

Weekend Intensive and Saturday Only Classes:

a. The closing date for registration in weekend intensive courses or Saturday only courses is one week prior to the beginning of the course. Exceptions to this policy are at the discretion of the academic department.
b. Weekend Intensive and Saturday only Withdrawal and Refund Policy.
   * Students may withdraw from a weekend intensive course that meets one weekend any time **prior to the beginning of the course**.
   * Students may withdraw from a two or three credit hour weekend intensive course or a Saturday only course, any time **prior to the second weekend of the course**.
   * Part-time students who withdraw from a weekend intensive course before the beginning of the course receive full tuition reimbursement.
   * Part-time students who withdraw after the first weekend (for weekend classes of 2 or 3 credit hours) but before the second weekend of the course will receive 50% reimbursement for the course tuition.
   * There is no refund if the withdrawal takes place after the second meeting of the class.
   * Full-time students who withdraw from a weekend intensive course before the beginning of the course receive tuition reimbursement as stated in the university catalog.
c. Weekend intensive courses require readings prior to the beginning of the class, and **STUDENTS MAY BE TESTED ON THAT MATERIAL DURING THE FIRST EVENING OF CLASS**. Students should pick up a copy of the reading assignment in the Library or may obtain a copy on the Library web page.
d. Students are required to attend all sessions of a weekend intensive or Saturday only course. Missing any part of the class may result in either reduction of the final grade or assignment of "F" as the final course grade. Students who cannot attend all sessions should not enroll in a weekend intensive course or should withdraw from the class.
e. The Credit/No Credit grade options is available to students for special session courses. For a one-credit course, this grading option must be contracted prior to the beginning of the course. If more than one credit, this grading option must be contracted prior to the second meeting of the course.

Academic Policies

Catalog Student Must Follow

The catalog in existence at the time a student first enrolls at Avila University is the one a student must follow in order to fulfill graduation requirements. With departmental approval, a student may choose to fulfill degree requirements under a subsequent catalog in existence during the students attendance at Avila University. Once a student changes catalogs, the student may not revert to the earlier catalog. Forms to change a catalog are available in the Registrar's Office.

If a student does not attend Avila University for four consecutive semesters (not including summer sessions), the student must then fulfill the requirements of the catalog in existence at the date of re-enrollment.

The dates of the catalog a student follows to fulfill degree requirements must be stated on the degree application.

Progress Toward Degree

A student accepted into a Graduate Program is expected to work consistently toward the degree and to register in the program until all requirements are met. Ordinarily, a student registers each semester for a minimum of three credit hours.

A student who does not register for graduate courses during two consecutive years will be required to reapply for admission to the Graduate Program; no fee is required for readmission.

To be granted a degree, all coursework must be completed within the time frame specified by the given Graduate Program:

MBA - Seven years;
Psychology - Seven years;
Education - Three years.

Transfer of Credit

Avila University accepts transfer credits from other institutions as recommended in the transfer credit practices directory published by the American Association of Collegiate Registrars and Admissions Officers. Ordinarily, six (6) hours of "A" or "B" graduate coursework may be transferred into the MBA or nine (9) hours for Psychology programs. The Education program is a degree completion program and fifteen (15) hours of approved graduate coursework may be transferred.

Credit for Prior Learning

Avila University may provide graduate credit for prior learning that parallels department curricula. Evidence of prior learning must be documented in a structured portfolio for evaluation by the graduate faculty or must be validated by a departmental examination. Students interested in applying for prior learning credit should consult their advisor for detailed information. Each graduate program determines the maximum number of credits that will be granted.

Academic Advising

Students must meet with their assigned academic advisor. Academic advising is required prior to each registration. Students are encouraged to contact their advisor at other times throughout the semester for information about university policies, services or professional opportunities.

Registration

Students should register prior to the beginning of classes. Late registration or class section changes may be permitted:

- During the first week of a 15-week course, including arranged classes;
- Up to one week prior to the beginning of a weekend intensive course;
- On the first day of class for 5-week, 6-week, 7-week, 8-week and summer classes, excepting ED intensive courses with pre-assignments.

A late registration fee will be charged.

Repeated Course Work

Graduate students may repeat courses according to the policy of the program in which they are enrolled. The most recent grade earned is reflected in the cumulative grade point average. However, all course entries remain a part of the permanent record and credit is forfeited for all previous attempts.

- MBA Program: Students may repeat those courses in which they earned a grade of "C," "D," or "F." Only two courses may be repeated during the entire program.
- Education/Psychology Programs: Only one course may be repeated during the entire program.

Independent Study

Students may enroll for independent study with the permission of the instructor and the Department Chairperson. For students in Education and in Psychology, independent study is limited to three credit hours; however, for students in Psychology independent study may not apply to state licensure. See advisor for details.

Courses Offered for both Graduate and Undergraduate Credit

Students enrolled in Graduate Programs may take courses which are cross-listed and offered for both graduate and undergraduate credit. Students must take a minimum number of credits in courses exclusively reserved for graduate students as indicated below:

MBA	24 hours
Education	18 hours
Psychology	54 hours

Class Attendance

Students are expected to attend all sessions of courses for which they are registered. Excessive absence may result in a grade of "F".

Academic Honesty

Avila University expects and requires academic honesty from all members of the university community. Cheating, plagiarism and falsification of documents will not be tolerated and appropriate sanctions will be imposed. A complete statement of the university policy on academic honesty is available online at www.avila.edu.

Program Changes and Withdrawals

Program changes and withdrawals are official when forms that are available in the Registrar's Office have been obtained, completed and returned by the student to that office.

Students who do not officially withdraw from a course by the date published in the class schedule will receive a final grade of "F".

All schedule cancellations or complete withdrawals will result in charges of $100.00 or $25.00 according to student status; all other changes in schedule will be charged $15.00 for each change. There is no fee for changes made as a result of classes cancelled by the university.

The MBA Program meets on a trimester calendar (11-weeks). The fall trimester begins in early September and runs through the week prior to Thanksgiving. The winter trimester begins early January and runs through mid-March. The spring trimester begins late March and runs through early June. The summer session typically runs mid-June through mid-August. The last date to change to audit or drop a trimester-long MBA class will be prior to the seventh class meeting.

The fee for each change is $15. There is no fee for changes made as the result of classes cancelled by the university.

Credit Hours and Grading System

Grades	Points per credit hour
A = Excellent	4
B = Good	3
C = Minimum Pass	2
D = Below Passing	1
F = Failing	0

W = Withdrawal without academic assessment

AU = Audit. Courses may be taken for audit with the approval of the instructor. Students may change a credit course to audit prior to the eleventh week of classes; students may also change an audit course to credit with the permission of the instructor prior to the SECOND week of classes. Students auditing a course are required to meet the attendance and participation requirements of the course. If these requirements are not met, students will be withdrawn from the course by the instructor. A final grade of "AU" is recorded on the transcript.

I = Incomplete. Course work required for a grade must be completed within six weeks after the close of a session unless a different time is stipulated by the instructor; if not, the grade of Incomplete will be changed to an "F". All assigned incomplete grades must have a Contract for an Incomplete Grade form completed and submitted by the instructor along with the final grade sheet. The Contract for an Incomplete Grade form can be obtained in the Registrar's Office. The charge for changing an Incomplete Grade is $5 per incomplete. See MBA program for policy on incomplete (I) grade in a graduate Directed Study or Research Course.

The basis for determining the academic standing is the point-hour ratio. The Grade Point Average (GPA) is obtained by dividing the total number of semester hours, including transfer credits, but excluding grading assessments of W, AU and I. All grades for courses retaken will be displayed on the transcript, but only the most recent grade will be averaged into the GPA.

Grade Reports

Students with a "D" grade or an "F" grade in any course at mid-semester will be notified.

At the end of each semester a copy of the student's grades is mailed to the student's home address.

Transcripts

Students who have satisfied all financial obligations to the University are entitled to a transcript of their academic record.

Due to the confidential nature of a student's record, transcripts are issued only on written authorization of the student concerned. Telephone requests will not be accepted. Written requests should be directed to the Office of the Registrar.

OFFICIAL transcripts are forwarded directly by mail to other institutions. UNOFFICIAL transcripts are issued to the student for personal use. The fee for each transcript is $2, payable in advance.

Release of Student Information

Avila University is in compliance with the Family Education Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, for rights of privacy and access to official educational records whether maintained in the Registrar's Office or by the advisor or instructor(s). Official student records are maintained in the Office of the Registrar. Students and parents of dependent students may request to review official educational records as follows

Procedure:

1) A student must complete an **Enrollment Certification Release** form from the Registrar's Office. Parents must supply evidence of the income-tax dependency of the student, if the student does not sign a release;

2) An appointment must be set with the Registrar to review the record;

3) If a parent provides documentation of dependent tax status, the Registrar will notify the advisor and instructor(s).

Avila University will release the following information regarding a student (unless the student states in writing that no information is to be released about him/her):

1) That the student is enrolled (full or part-time status is NOT released);

2) The name and major of a student for the Honor's Program Booklet, Commencement Booklet and Recognition Program Booklet and hometown newspaper when an academic honor is received.

Avila University will NOT release the address or telephone number of a student to any outside source or to any university personnel who does not have a legitimate reason for receiving such information.

Procedure for Grade Appeal

Students have recourse to an appeals procedure for the review of student course grades received at Avila University. Guidelines and Request Forms are available in the Office of the Academic Dean. The deadline for appealing grades is published in the course schedule.

Application for Degree

Students must file an application for degree with the Registrar's Office during the semester prior to their final semester at the university, stating the expected date of degree completion. There is a penalty fee for filing after the published deadline date.

Deadline dates for filing:

March for Summer degree candidates
April for December degree candidates
September for May degree candidates
(check the academic calendar listed in the class schedule for specific dates)

Education deadline dates:

November for May and Summer degree candidates
August for December degree candidates

Psychology deadline dates:

April for December degree candidates
September for May & July degree candidates

If students do not complete the degree requirements by the expected date of completion, they must file a new degree application in the Registrar's Office.

After the degree application is filed with the Registrar's Office, a survey of all academic work is reviewed by the Registrar to verify degree requirements still needing to be satisfied. Written notification of those requirements will be sent from the Registrar to the student.

Participation in Commencement

Students who have three (3) or fewer credits to complete during the summer session may participate in the May Commencement exercises.

Course Numbering System

001-099	Skills courses - these courses will not count toward the total hours for graduation.
101-199	Introductory courses
201-299	More advanced introductory courses; may have prerequisites
310-449	Upper-division courses open to all students
451-499	Upper-division courses open to majors/minors only
501-599	Foundational graduate courses and Education graduate certification courses
601-699	Graduate courses

The number in parentheses after the course title indicates the credit in semester hours.

The Roman numeral following the course description indicates the semester in which the course is given. First semester course offerings are indicated by I; second semester, II; summer session, S. Where frequency of course offering is not indicated, the course is given as required.

GRADUATE PROGRAMS/COURSES

Programs and Courses of Instruction

Master of Business Administration (MBA)

Concentrations:

- Accounting
- Finance
- General Management
- Health Care Administration
- International Business
- Management Information Systems
- Marketing

The MBA program provides preparation for adults to assume administrative positions in a broad range of business and other types of institutions within our society. A student with a bachelor's degree in any academic discipline may enroll in Avila's MBA program.

MBA Schedule

The Avila MBA is an evening program offered in an 11-week trimester scheduling format. The fall trimester meets from early September through mid-November. The winter trimester meets from early January through mid-March. The spring trimester meets from late March through early June. The summer session typically runs from mid-June through mid-August.

Admission Requirements

Admission requirements for the MBA program are a baccalaureate degree from an accredited institution and at least 1000 points based on the formula: 200 X the GPA on the last 60/90 semester/quarter hours (4.0 system) plus the GMAT score. International students should also have a minimum 550 score on the TOEFL test. Students not meeting these requirements may petition for admission. Each student will be asked to demonstrate writing skills upon admission.

Candidacy Status

Upon having satisfied all admission criteria identified above, having demonstrated a satisfactory level of written and oral communication skills, spreadsheet and word processing computer application skills, and having completed nine (9) hours of graduate work with a grade point average of 3.0 or better, the student must apply for candidacy status. Only students approved for candidacy status will be permitted to continue in the degree program.

Requirements for Graduation

All study programs shall require at least 24 hours of foundation courses associated with an education for business. This requirement may be met with a combination of undergraduate and graduate work. Additionally, the MBA student must complete at least 24 hours of additional graduate work. Each program must involve a minimum of 30 total graduate hours of which 24 hours are open exclusively to graduate students. A maximum of six (6) graduate hours may be transferred from another accredited institution toward the minimum 30-hour requirement.

All concentrations, except accounting, require the completion of 9 hours of work in an area of concentration beyond the foundation level. The accounting concentration requires 12 hours. Principal graduate courses otherwise required may be counted in this 9-hour requirement when relevant to the concentration selected. All students must file an application for degree in accordance with guidelines set forth by the University. A 3.0 grade average is required in graduate courses. All requirements for the degree program must be completed within a seven-year period.

Incomplete Grade in Directed Study or Research

Any incomplete (I) grade in a graduate Directed Study or Research course not completed for evaluation by the first day of the second session or semester following the one in which the student initially enrolled will be changed to "F".

In order to extend the time for completing the work, the student must again enroll in the course and pay the tuition.

The Curriculum

The specific courses required of a particular student in completing the program depends on his or her prior educational background and the specific concentration selected. Courses may be classified as prerequisite, foundation and principal courses.

Prerequisite Courses

Math requirement:
Accounting concentration – MA 120
College Algebra
All other concentrations – either MA 115 Finite Mathematics or MA 120 College Algebra

Required in specific concentrations:
Management Information Systems –
Two semesters of computer language(s)
International Business –
Two years of a second modern language

Accounting
Cost Accounting (AC 355)
Intermediate Accounting I (AC 361)
Intermediate Accounting II (AC 362)
Auditing (AC 370)
Tax Accounting (AC 451)
Advanced Accounting (AC 460)

Foundation Courses

Foundation courses may be satisfied by previous undergraduate work.

Financial Accounting (AC 501)
Economic Concepts (EC 501)
Statistical Analysis (EC 540)
Quantitative Analysis (EC 541)
Business Legislation (BU 501)
Management Processes (BU 521)
Marketing Management (BU 610)
Financial Management I (BU 630)

Principle Courses

The following principle graduate courses are required in all or most concentrations, particularly the programs of students with undergraduate business degrees.

Organizational Behavior and Development (BU 622)
Organization Policy and Strategy (BU 699)
Business, Government and Society (BU 601)
Marketing Strategy (BU 615)
Financial Management II (BU 635)
Current Issues in Management (BU 629)
Aggregate Income Analysis (EC 611)
or Managerial Economics (EC 612)
Managerial Accounting (AC 650)
or Management Information Systems (BU 661)

GRADUATE BUSINESS CERTIFICATE PROGRAMS

Also offered are Graduate Business Certificates in Accounting, Finance, Health Care Administration, International Business, Management, Management Information Systems, and Marketing.

Admission to the Graduate Business Certificate Program will be granted to those holding a Masters Degree from an accredited institution in any discipline. Admission will also be granted to those with undergraduate degrees from an accredited institution in any discipline and having a cumulative grade point average (GPA) of 3.0 or greater for their last 60 hours of academic work. Those that have graduated from an accredited institution but do not meet the minimum GPA criteria may be admitted provisionally to the program. In order to gain full admission, they must receive a grade of "B" or better on all courses marked with ** in their respective certificate program. College Algebra with a minimum grade of "C" is required for all certificate programs.

Required hours for each certificate vary according to the concentration and previous coursework. Generally, an average of 15 hours is required for the graduate business certificate.

GRADUATE COURSES IN ACCOUNTING

AC 501. Financial Accounting. (3)
An introduction to accounting concepts and procedures. Prerequisite: Accounting concentration - MA 120. All others - MA 115 or MA 120.

AC 650. Managerial Accounting. (3)
A study of accounting concepts as applied in manufacturing and merchandising firms emphasizing analysis of financial statements and managerial use of cost data. Prerequisite: AC 501 or equivalent.

AC 652. Advanced Tax Accounting. (3)
An advanced study of federal income taxation of business entities, with an introduction to tax research. Prerequisite: AC 451 or equivalent.

AC 653. Taxation and Decision Making. (3)
A discussion of aspects of individual, partnership, corporate and estate taxation, emphasizing tax planning. It is designed for the non-accounting major and is not open to students who have completed AC 451, AC 452 or AC 652. Prerequisite: AC 501 or equivalent.

AC 655. Advanced Cost Accounting. (3)
A study of additional cost accounting techniques, emphasizing advanced applications. Prerequisite: AC 355 or equivalent.

AC 670. Advanced Auditing. (3)
Emphasis is given to techniques used in arriving at audit decisions and the practical implementation of such audit decisions. Prerequisite: AC 370 or equivalent.

AC 675. Advanced Accounting Theory. (3)
An evaluation of accounting theory in relation to user satisfaction, emphasizing resource flows, asset valuation and accounting history. Prerequisite: AC 362 or equivalent.

AC 690. Directed Study in Accounting. (3)
Independent study of an approved topic not parallel with the content of any other course offering.

AC 698. Accounting Research. (3)
Independent research resulting in the completion and defense of a master's thesis. This is an optional course not required for MBA students. Graded as Credit/No Credit.

GRADUATE COURSES IN BUSINESS ADMINISTRATION

BU 505. Business Legislation. (3)
A study of the legal issues inherent to business transactions.

BU 521. Management Processes. (3)
An overview of management processes performed in complex organizations.

BU 601. Business, Government and Society. (3)
A review of the basic means-ends relationship which exist among society's goals and the various units comprising the economic and political systems, with special emphasis given to ethical behavior. Prerequisite: EC 501.

BU 610. Marketing Management. (3)
An introduction to the fundamentals of marketing management and strategy formulation with special emphasis on segmenting markets and research, product, pricing, promotion, distribution and channel or place decisions. Prerequisite: EC 501 or equivalent.

BU 611. International Marketing. (3)
Introduction to the special problems associated with marketing in international environments. Prerequisites: BU 610, BU 521 and BU 630 or equivalents.

BU 613. Promotion Management. (3)
Analysis of consumer and buyer behavior and the study of personal selling, advertising, sales promotion and publicity as they relate to structuring a balanced promotional mix and a marketing communication system. Prerequisite: BU 610 or equivalent.

BU 614. Marketing Channel Management. (3)
Analysis of factors basic to the development of and problems associated with maintaining direct and indirect channels of distribution and the development of physical distribution systems. Prerequisite: BU 610 or equivalent.

BU 615. Marketing Strategy. (3)
Analysis of problems associated with the development, execution, evaluation and redirection of marketing programs, plans and strategies in a wide range of organizations. Prerequisites: BU 610, EC 501 or equivalents.

BU 616. Product and Pricing Strategies. (3)
Analysis of problems associated with the development and commercialization of products and alternative pricing strategies utilized at various stages of product/brand life cycle. Prerequisite: BU 610 or equivalent.

BU 617. Marketing Analysis. (3)
Analysis of the techniques and methods utilized in planning, executing and reporting results of marketing research in a managerially useful manner. No credit for those who have completed BU 417 or equivalent. Prerequisites: BU 610 and EC 540 or equivalents.

BU 622. Organization Behavior and Development. (3)
The study of the structure, individual and group behavior, and development of organizations. Prerequisite: BU 521 or equivalent.

BU 629. Current Issues in Management. (3)
Analysis of special problems, trends and developments in areas of general management. Prerequisites: BU 521 or equivalent.

BU 630. Financial Management I. (3)
A study of the principles of financial management and the application of those principles to major financial management decisions. Prerequisites: AC 501, EC 501, EC 540 or equivalents.

BU 631. Advanced Security Analysis. (3)
A study of techniques for evaluating investments in common stock, preferred stock, corporate bonds and government bonds. Prerequisite: BU 630 or equivalent.

BU 635. Financial Management II. (3)
Develops students' understanding of issues in financial management through application of finance principles via case studies. Prerequisite: BU 630 or equivalent. Spreadsheet skills are recommended.

BU 636. Financial Management III. (3)
Discussion of advanced theoretical issues and case problems in financial management. Prerequisites: BU 630 and BU 635 or equivalents.

BU 637. International Finance. (3)
A survey of major issues in international financial management and investments. Topics covered will include: exchange rate determination, spot and forward markets for foreign exchange, the financial management of multinational corporations, and managing the risks inherent in international business. Prerequisite: BU 630 or equivalent.

BU 638. Financial Markets and Instruments. (3)
An analysis of the financial instruments and the operation of these markets in promoting capital formation, investment flows and risk management. Prerequisite: BU 630 or equivalent.

BU 661. Management Information Systems. (3)
Designed to assist students in developing the ability to determine an organization's information needs, to relate key organizational decisions to their underlying sources of data and to evaluate overall information systems. Prerequisites: AC 501, BU 521, BU 610, BU 630 or equivalents. AC 650 is recommended.

BU 662. MIS: Project Development and Management. (3)
Management analysis of the System Development Life Cycle (SDLC) and project management used to implement computer applications. Prerequisite: BU 661 or consent of graduate advisor.

BU 664. Seminar in Management Information Systems. (3)
This seminar will involve the identification and in-depth analysis of problems, trends, and issues currently encountered by management information professionals. Prerequisite: Two semesters of computer language.

BU 665. Managing I/T Communications. (3)
Managerial use of computer networks to improve organizational efficiency and gain competitive advantage in the global marketplace. Project management to assess network requirements and network selection emphasizes strategic planning in the decision process. Prerequisite: BU 661 or consent of graduate advisor.

BU 666. Production/Operations Management. (3)
A study and analysis of methods and techniques utilized in managing the operations function. Prerequisites: BU 521, EC 501, EC 541 or equivalent.

BU 667. Procurement Management. (3)
A study of procurement management and an analysis of problems associated with the purchase of a wide variety of industrial products and services. Prerequisites: BU 521, EC 501, EC 540, EC 541 or equivalents.

BU 671. Health Care Systems. (3)
An examination of the interrelationships which exist among the various components of the health services industry and the role each plays in the delivery of health care services. Prerequisites: BU 521 and EC 501 or equivalents.

BU 672. Economic and Political Context of Health Care. (3)
An analysis of demand for and costs of providing health care services from both a macro and micro perspective and analysis of the supportive and regulatory aspects of public policy that impact the health care industry. Prerequisites: AC 501, BU 521 and EC 501 or equivalents.

BU 673. Special Problems in Health Care Management. (3)
An investigation of special problems associated with the management of health care institutions. Prerequisites: AC 501, BU 521, BU 610, BU 630 and BU 671 or equivalents.

BU 674. Current Issues in Health Care Administration. (3)
Analysis of special issues and trends in the field of health care. Prerequisites: AC 501, BU 521, BU 610, BU 630, BU 671 or equivalents.

BU 680. Special Topics. (1-3)
Selected graduate topics to be determined at the discretion of the department.

BU 690. Directed Study in Business. (3)
Independent study of an approved topic not parallel with the content of any other course offering.

BU 698. Business Research. (3)
Independent research resulting in the completion and defense of a master's thesis. This is an optional course not required for MBA students. It may be taken more than once. Graded as Credit/No Credit.

BU 699. Organization Policy and Strategy. (3)
A capstone course, taken preferably in the last semester of study, that synthesizes learning through case analysis and simulation of organization management. Prerequisites: BU 521, BU 610, BU 630 or equivalents.

GRADUATE COURSES IN ECONOMICS

EC 501. Economic Concepts. (3)
An introduction to fundamental macroeconomic and microeconomic concepts which provide the background for economic analysis.

EC 540. Statistical Analysis. (3)
An introduction to basic statistical techniques which involves methods of collecting and analyzing data with an emphasis on inferential statistical techniques used for hypothesis testing and decision making. Prerequisite: MA 115 or equivalent.

EC 541. Quantitative Analysis. (3)
An introduction to quantitative analysis techniques needed to apply models to situations in business and economics. Prerequisites: AC 501, EC 501, EC 540 or equivalents.

EC 603. Business and Economic Forecasting. (3)
An analytical approach to developing a forecast for the economy and its relationship to forecasting industries and firms market potential. Prerequisite: EC 501 or equivalent.

EC 611. Aggregate Income Analysis. (3)
An analysis of macroeconomic variables and models from the viewpoint of how business fluctuations and external economic variables impact business decision making. Prerequisite: EC 501 or equivalent.

EC 612. Managerial Economics. (3)
Study of microeconomic analysis and models relevant to a broad cross section of decision within the business firm. Prerequisites: EC 501, EC 541 or equivalents.

EC 682. International Economics. (3)
An introduction to the theory, structure and policies of international trade and international financial institutions. Prerequisite: EC 501 or equivalent.

EC 690. Directed Study in Economics. (3)
Independent study of an approved topic not parallel with the content of any other specific course offering.

EC 698. Economic Research. (3)
Independent research resulting in the completion and defense of a master's thesis. This is an optional course and not required for MBA students. It may be taken more than once. Graded as Credit/No Credit.

Graduate Level Education Certification Program

This program is designed for the adult who has completed a baccalaureate degree and wishes to pursue teaching certification. The education courses required for the 9-12 (high school) teaching certificate are offered in an intensive study format at a graduate level. Courses for elementary, special education and middle school education are also offered at a graduate level; however, some may not be offered in an evening, intensive study format.

Students seeking certification for:

Elementary education, special education or middle school education may take the evening, intensive study courses listed below; however, additional undergraduate courses will be required to complete the state requirements for certification.

All students completing a minimum of 15 hours in the certification program (not including student teaching/internship) with a 3.0 on a 4.0 scale are automatically eligible to apply to the Avila Master's completion program. Upon acceptance into the Master's program and successful completion of 18 additional graduate hours, the student would earn a Master of Arts in Education.

Graduate Certification Academic Policy:

All students who have been officially admitted to the Avila University Graduate Teacher Certification program must maintain a cumulative grade point average of 2.5. Students must also maintain a 3.0 grade point average in all education coursework. A student who receives a grade of "F" or who does not maintain the required cumulative grade point averages will be dismissed from the program.

Admission Requirements for the Certification Program (500 Level):

The applicant seeking admission to the program must:

1. Have a bachelor's degree from an accredited institution;
2. Complete all parts of the written application;
3. Submit official transcripts of all previous college work; and
4. Have a grade point average of 2.5 on a 4.0 scale.

Requirements for Certification Program Completion:

After acceptance into the program, the student's transcripts will be evaluated to determine the remaining requirements for certification depending upon the certification area desired.

Criteria for Teacher Certification

1. Admission to the University
2. Formal admission to the Department of Education by:
   a. Attainment of at least 2.5 on a 4.0 scale for all college work.
   b. Completion of 6 hours in education courses, including ED 585, with cumulative grade point average of at least 3.0 (on a 4.0 scale) for these 2 classes and with no grade below a "C."
   c. A grade of "C" (2.0) or better in the following courses or their equivalents: English Composition I, English Composition II, Communications, and Finite Math or College Algebra.
   d. Favorable recommendation of performance in activities for ED 585 Education Practicum, including mentor and instructor evaluations.
   e. Evidence of good character, positive attitude, and dedication to the ethics of the teaching profession, based on written evaluation of practicum supervisor, education faculty member(s) and background check.
3. Completion of all education coursework with grade point average of 3.0 on a 4.0 scale and no grade below "C."
4. Completion of all content courses required for certification and a 2.5 GPA on 4.0 scale and no grade below "C."
5. Successful completion of the Praxis Testing Program: A passing score is required before a student can enter the Student Teaching Internship. The Professional Knowledge section of the Praxis is required for Kansas certification.

ED 515. General Methods. (3)
Theories and principles of pedagogy: developing and writing objectives in three instructional domains; steps in lesson planning; selection and application of appropriate procedures, methods, and techniques; exploration of learning styles, trends, and issues. Observations required.

ED 519. Behavior Management: Introduction to Classroom Discipline. (3)
Theories, techniques and current research concerning behavior management in classrooms. The emphasis is on a proactive integrated method of discipline. By the end of the course, each student will have produced his/her own discipline plan.

ED 520. Microcomputers in Education. (3)
Includes word processing and database activities, other forms of recordkeeping, an introduction to Hypercard, and other uses of computers in schools.

ED 521. Developmental Psychology. (3)
A survey of the main patterns of growth and development of the person from birth through adolescence; emphasis on the social, cognitive, emotional and physical development of the person.

ED 527. Reading/Language Arts. (5)
Students study the components of a comprehensive reading language arts program including word recognition strategies, phonics, vocabulary instruction and all levels of comprehension. Objectives, strategies, and theories of teaching reading and language arts in the elementary and middle school classroom will be stressed. Corequisite or prerequisite of ED 515.

ED 535. Psychology of the Exceptional Child. (3)
Designed to provide an introduction to the various areas of exceptionality (gifted, mentally handicapped, learning disabled, emotionally disturbed, etc.) Social, educational and family characteristics of exceptional children are explored. Samples of the unique teaching methods, materials and techniques of instruction are studied. In addition, laws and regulations covering exceptional students are presented. Observation hours are required.

ED 537. General Methods II. (3)
Different instructional models based on concept formation, inquiry and diversity. theories and principles of pedagogy are discussed in general and applied specially to the teaching of social studies in the elementary and middle school classroom management theory is also examined. Prerequisite: ED 515.

ED 553. Analysis and Characteristics: Cross Categorical. (4)
Exploration of the theories and characteristics of behavior disorders, learning disabilities, mental handicaps, and physical orthopedic and health disorders. Theories and practices of cross-categorical placements will be studied. Legal implication, identification procedures, and diagnosis procedures will be discussed.

ED 554. Middle School Teacher Skills/Knowledge Attitudes. (3)
The knowledge, skills, and attitude necessary to understand the basic organizational structure of the middle school and the necessary competencies to teach in an organization that stresses teamwork and collaboration. The course will provide simulated interdisciplinary team experiences, the opportunities to examine flexible grouping arrangements, block scheduling, effective school components and incorporating advising into the total school program.

ED 555. Special Methods of Teaching Content Subjects. (2)
Methods and procedures special to the content areas of middle and secondary teaching.

ED 558. Methods and Curriculum: Cross Categorical. (4)
Selection of appropriate teaching methods and materials applicable for teaching children in cross-categorical settings will be the focus of study.

ED 561. Speech and Language Problems of Exceptional Children. (3)
Exploration of speech and language problems associated with exceptional children; normal speech and language development, indication for referral, and educational techniques.

ED 563. Educational Assessment. (3)
An analysis and study of selected topics pertinent to the assessment of educational functioning. Emphasis will be on diagnostic assessment,

both formal and informal, to aid in the diagnosis and treatment of learning problems occurring in special education settings, with the mainstreamed child, or with children needing individualized programming in regular classrooms. Students will administer and interpret several of the currently used assessment instruments.

ED 565. Parent Conferencing for Elementary and Special Education Teachers. (2)
Methods in the conferencing situation; emphasis on developing a partnership with parents of children and family-focused interactions.

ED 567. Transition/Career Education. (2)
Methods for helping the exceptional child successfully make the transition from school to competitive employment with emphasis on appropriate transition goals and objectives. Legal and ethical considerations are explored.

ED 570. Assessment Remediation Reading Problems. (3)
Selection of methods and materials designed to aid children with various problems in reading; emphasis upon typical problems; diagnostic teaching and remediation procedures. Taken concurrently with ED 586. Prerequisite: ED 527.

ED 575. Reading in the Content Areas. (3)
Students will learn strategies for teaching reading, writing, speaking, and listening in the content areas. Methods of teaching effective comprehensive vocabulary, and study skills will be presented. Students will practice techniques for adapting materials and dealing with challenged readers.

ED 580. Special Topics: Issues in Education. (1-3)
This course will offer a series of one hour intensive classes on topics dealing with current issues. This class will utilize outside experts as instructors along with regular faculty. It will provide an opportunity for students to choose topics of particular interest and use for them.

ED 581. Health and Safety Issues in Schools. (3)
Presents an overview of health and safety issues specifically related to school settings. Students will experience learning activities and skill practices to increase knowledge and skills in dealing with emergency and first aid situations. Students will earn CPR and first aid certification as well as bloodborne pathogen training. Health issues such as eating disorders, nutrition, substance abuse, and depression will be covered, and the teacher's role in dealing with these situations will be discussed.

Note: Should be taken the semester before student teaching. CPR/First aid certification must be current during student teaching/internship.

ED 585. Practicum. (2-3)
The preservice teacher will assist in activities with mentor teachers. This course serves as an early screening process for prospective teachers. The course requires 40 hours of observation/participation, which must be met during the regular school day. Students will meet on campus and communicate with instructor through e-mail. Evaluation will be based on professional performance, reflective writing, log and mentor evaluations.

ED 586. Reading Practicum. (2)
Supervised reading practicum with elementary student(s). Students spend 3 hours per week in an elementary classroom assisting with reading instruction. Prerequisite: ED 527; taken concurrently with ED 570.

ED 587. Educational Foundations. (3)
Examination of American education including philosophical, historical and social foundations; teaching as a profession; recent innovations; diversity and critical issues. All levels of schooling are explored including elementary, middle school and secondary education.

ED 594. Student Teaching/Internship Seminar. (1)
Must be taken concurrently with ED 595 or ED 596. The seminar is an on-campus weekly meeting for the purposes of professional development, sharing of experiences, and compilation of the preservice portfolio. Students in ED 596 Internship will also participate in ED 594 though some requirements may be adapted for their unique circumstances. Prerequisites: admittance to the Education Department. All Education coursework completed.

ED 595. Student Teaching. (7)
Pre-professional experience in a classroom setting, supervision and guidance shared between the cooperating teacher and the university supervisory staff. Prerequisites: admittance to the Education Department. The Missouri Praxis must be passed before a student can enroll to student teach. All Education coursework completed.

ED 596. Internship. (7)
Professional experience in teaching while in a paid position. Student must complete a contract with the sponsoring school and Avila University will provide a qualified supervisor. Prerequisites: admittance to the Education Department. The Missouri Praxis must be passed before a student can enroll for internship. All Education coursework completed.

Master of Arts in Education- Completion Program

The goal of the graduate program in education is to provide practicing teachers with the skills necessary to become truly effective "master" teachers. The Master's Program in Education is unique in that there are two ways to enter the program.

1. Students who have completed the graduate certification program at Avila University by taking a minimum of 15 hours of 500 level courses in the program (not including student teaching/internship) may finish the master's degree at Avila by completing 18 hours of 600 level courses.

2. Practicing teachers may request up to 15 hours of graduate credits from other institutions be accepted toward the master's degree. The previous graduate coursework would be evaluated by the faculty members of the education graduate committee to determine the number of credits accepted. The student would then complete 18 hours of 600 level courses and any other requirements designated by the committee to complete the master's degree.

Classes are held once a week from 5:30 to 9:30 p.m. in 5- and 8-week blocks. A student may enter the program at the beginning of any of the 5- or 8-week sessions and does not need to be continually enrolled from session to session. The classes are set up allowing a student beginning in the fall to finish coursework in 2 semesters and a summer of continuous enrollment. The student is able to plan ahead for the entire program with class schedules guaranteed.

Admission Requirements for the Master's Completion Program:

The applicant seeking admission to this program may be admitted in one of two ways:

Any student completing the graduate certification program at Avila University by taking a minimum of 15 hours of 500 level courses (not including student teaching/internship) is automatically eligible for the master's completion program. They must simply complete all parts of the written application.

OR

1. Complete all parts of the written application.
2. Submit an official transcript indicating degree(s) earned and transcripts of graduate work from other institutions for transfer credit.
3. Have a minimum of a 3.0 grade point average on a 4.0 scale of graduate coursework.

Requirements for Master's Degree Completion Program:

The Master's degree in Education requires a minimum of 18 hours of coursework. A maximum of 15 hours of transfer credit is allowed upon approval of the Educational Graduate Committee. To maintain enrollment, the student must carry a 3.0 average in coursework, with no grade lower than a "C" (2.0). To successfully complete the graduate program in education, the student must pass each class and maintain a 3.0 grade point average.

Master Completion Academic Policy

All students who have been officially admitted to the Avila University Master's Completion program must maintain a 3.0 grade point average in all graduate coursework with no grade

below a "C". Students who are unable to maintain these academic standards will be dismissed from the program.

Required Courses: ED 612, 615, 617, 630, 680 (3 hours total), and 684.

GRADUATE COURSES IN EDUCATION

ED 612. Measurement and Assessment. (3)
This course is designed to integrate planning, instruction, and measurement of the learning process. Thinking will be directed toward the assessment of student outcomes. Topics include performance-based assessment, non-traditional methods of assessment, curriculum measurement, grading, reporting, and critical reading of professional literature including research design.

ED 615. Learning and Motivation. (3)
The purpose of this course is to survey the major theoretical concepts underlying how the human organism learns and what propels him/her to action. Implications for instruction, lesson planning, and assessment will be explored.

ED 617. Advanced Behavior Management. (3)
This course will focus on the application of specific ecological, behavioral, psychoeducational, and developmental theories to real classroom management and behavior problems. Students should have a foundation in general classroom management models.

ED 630. Advanced Curriculum Development. (3)
The student will explore the basic concepts, terminology, philosophy and current research in curriculum planning; apply these factors both in class projects and teaching situations and be exposed to and analyze curricula of various school districts. Students will apply concepts to actual curriculum writing.

ED 680. Special Topics: Issues in Education. (1-3)
This course will offer a series of one hour intensive classes, topics dealing with current issues, such as site-based management, teacher as instructional leader and group process techniques. This class will utilize outside experts as instructors along with regular faculty. It will provide an opportunity for students to choose topics of particular interest and use for them.

ED 684. Effective Instruction. (3)
The course includes the advanced study and implementation of learning theory, including motivation, reinforcement, lesson design, transfer, practice and higher level thinking skills.

Master of Science in Counseling Psychology

The Master of Science in Counseling Psychology (MSCP) program of Avila University is a part of a values-based community of learning which respects the worth and dignity of all persons. Within this context, we are committed to the scientist-practitioner model to:

1) train master's-level counseling psychologists for the delivery of mental health services in a variety of settings, such as mental health clinics, counseling centers, and human service agencies; and

2) prepare graduates for further study at the doctoral level.

These purposes are accomplished through a rigorous course of study that focuses on the integration of psychological theory and counseling skills. The curriculum is designed around a set of Educational Outcomes that specifies the knowledge and skills students are expected to demonstrate upon graduation. Successful graduates will demonstrate an understanding of people and situations they can expect to encounter in their professional life, and will be able to develop a course of action with regard to these people and situations.

The MSCP program meets the Missouri state requirements for licensure as a Licensed Professional Counselor (LPC), and Kansas state requirements for licensure as a Licensed Master-Level Psychologist (LMLP). The program is a member of the Council of Applied Master's Programs in Psychology (CAMPP), the Council of Graduate Departments of Psychology (COGDOP) and is accredited by the Masters in Psychology Accreditation Council (MPAC).

Admission Requirements
The applicant seeking admission to the program must:

1. Have a bachelor's degree from an accredited institution,
2. Complete all parts of the written application, including 2 letters of recommendation,
3. Submit official transcripts of all previous college work, both undergraduate and graduate level,
4. Have a grade point average of 3.0 on a 4.0 scale for at least the last 60 hours of undergraduate work,
5. Have completed designated prerequisites for those who do not have an undergraduate major in Psychology;
6. Have taken the general portions of the Graduate Record Examination (GRE) and forward the scores to the Department of Psychology at the time of application.

Requirements for Program Completion
The Master's degree carries a minimum of 54 hours of coursework, and will be longer for some applicants with less background in psychology. Ordinarily only 9 hours of transfer credit are allowed. The student must maintain a an overall 3.0 average in coursework with no grade lower than "C" (2.0).

The Counseling Practicum must be completed successfully before a student may enroll in Internship. The Internship includes a 750 clock-hour placement with an outside agency (6 credit hours), over a period of at least two semesters. Evaluation must be favorable for completion of the degree.

STUDENT STATUS WITHIN THE PSYCHOLOGY GRADUATE PROGRAM

1. Student in Good Standing
   - has successfully met all entrance requirements
   - has maintained an overall GPA of 3.0 or better with no grade below "C"
   - has not yet taken Beginning Practicum.

2. Provisional Status (Pre-Counseling)
   - students completing prerequisite courses for admission to the program as listed in #5 under Admission Requirements.

3. Probationary Status
   - a "Student in Good Standing" moves to Probationary Status when his/her overall graduate GPA falls below 3.0 or the student receives a grade below "C".
   - in addition, newly-admitted MSCP students may be classified initially as a "Probationary" if some portion of their entrance requirements are incomplete or less than satisfactory. The Probationary student must then maintain a 3.0 GPA for the first 15 hours of graduate coursework and be re-evaluated at the end of that period. The student's instructors and advisors will be consulted to determine continuation in the program.

   - students on probation have one semester to return their GPA to 3.0 or above to regain "Good Standing"; failure to do this may lead to dismissal from the program.

4. Candidate Status
   - "Students in Good Standing" who pass the Counseling Practicum with a grade of "B" or better will be considered by the graduate faculty for "Candidate Status," which is permission to continue in the program and enter internship. All work to that point will be reviewed.
   - students who receive a grade below "B" in the Counseling Practicum will be denied "Candidate Status"; the graduate faculty will determine if the student is allowed to retake the practicum; failure to receive permission to retake the practicum will lead to dismissal from the program.

Additional/updated information can be found on the Avila MSCP website at: http://www.-avila.edu/departments/mscp web/mscpweb.html.

The Final Examination
Candidates who have successfully completed or are completing the Internship will submit a written case study of a client. Approval of these cases by the graduate faculty will lead to an oral examination covering this material.

Required Courses:
PY 601, 605, 610, 612, 615, 620, 625, 630, 635, 645, 650, 655, 660, 685, 695, 699 and 3 hours of approved elective credit, for a total of 54 credit hours.

GRADUATE COURSES IN PSYCHOLOGY

PY 601. Statistics. (3)
Designed to be an introductory course in statistical analysis. Emphasis will be on practical methods as well as on theory. Topics include central tendency, variability, correlation, regression, hypothesis testing and analysis of variance. I.

PY 605. Theories and Methods of Counseling. (3)
Designed to introduce the pre-practicum student to a general model for effective helping skills. This course will include both didactic and experiential components. The course will emphasize basic attending skills as the foundation of effective listening. I.

PY 610. Personality Development. (3)
This course will compare and contrast the major themes of childhood and adolescent personality development. Constructs from the psychoanalytic, cognitive, behavioral and humanistic movements will be employed to analyze a person's adjustment from birth through adulthood. I.

PY 612. Learning and Cognition. (3)
This course covers the principles concerned with how people acquire, store, transform, use, and communicate information, as well as the application of cognitive behavioral theory in counseling. II.

PY 615. Career Development. (3)
Designed to allow informed choice concerning career choice and lifestyle, this course will cover vocational choice theory, career decision-making processes, career development exploration techniques, and assessment instruments. S.

PY 620. Family Systems: Theory & Treatment. (3)
The purpose of this course is to survey the fundamental processes of systems functioning and application of general theory to specific theoretical formulations of family development, family pathology and therapeutic interventions with disordered families. Major topics include normal family development, general systems concepts such as homeostasis, hierarchy and feedback loops, historical/psychodynamic theory and a systematic investigation of particular approaches to family function/dysfunction utilizing multigenerational viewpoints and various structural and strategic models. II.

PY 625. Research Design. (3)
The course will study research designs commonly used in counseling psychology research. Prerequisite: PY 601. II.

PY 630. Introduction to Professional Counseling. (3)
This course introduces students to theories of counseling and therapy, legal issues, ethics and professional issues as well as an introduction to the diagnostic system used by psychologists. It includes an orientation to professional practice, and emphasizes a multicultural approach to counseling and therapy. Prerequisite: PY 605 and PY 610. II.

PY 635. Individual Intelligence Assessment. (3)
The student will administer a series of Wechsler individual intelligence tests. The student will learn to interpret these and other tests as indicators of scholastic ability and achievement, and as screening devices for learning behavioral and emotional difficulties. The student will become cognizant of the applications as well as the limitations of intelligence tests in relation to their reliability, validity, norms, and interpretation. Fee required. Prerequisite: PY 601. I.

PY 645. Personality Assessment. (3)
This course will provide the student with a basic understanding of the fundamental properties of testing critical to test selection and interpretation. The student will also acquire a broad knowledge of many of the instruments used for the assessment of personality, intelligence, disorders, and career development. Students will become proficient in administration of a battery of select objective and projective personality and career instruments, interpret the data provided by these instruments and integrate the information from the battery in report format. Prerequisite: PY 635. Fee required. II.

PY 650. Biological Bases of Behavior. (3)
Biological psychology explores the relationship between biology and human experience. II.

PY 655. Advanced Social Psychology. (3)
The scientific study of the ways in which individuals are affected by other people. There is also a special emphasis on how race/ethnicity,

gender, age and sexual orientation affect experience. I.

PY 660. Theories & Methods of Group Counseling. (3)
This course will focus upon the structure and dynamics of the group treatment process. The student will be exposed to the important elements of selection, grouping and choice of leadership style. General techniques of group practice and applications to specific populations will be discussed. Prerequisite: PY 605 and PY 630. S.

PY 680. Special Topics. (1-3)
Special Topics will change every semester and include the study of timely and pertinent areas in the field of psychology. I, II, S.

PY 685. Counseling Practicum. (3)
This course will provide an initial experience with counseling practice. It will require familiarization of basic relationships-building techniques and the utilization of these processes in a supervised therapeutic situation. Prerequisites: PY 605, PY 610, PY 630, minimum of 21 graduate hours completed and consent of advisor. I.

PY 690. Directed Study. (1-3)
This course will give the student an opportunity to pursue a course of study through reading, study and research. One, two or three hours of credit may be earned; a student may apply no more than three credit hours under this course number toward his degree. I, II, S.

PY 695. Internship. (1-6)
This course will provide the culminating experience in a field/agency for which the student is preparing. The student will spend 750 clock-hours working in a responsible, yet supervised, capacity in an outside professional placement. Prerequisites: PY 685 and a minimum of 30 hours of completed graduate work. Must extend to two or more semesters. I, II, S.

PY 699. Seminar in Abnormal Behavior. (3)
This course is designed to provide maximum interchange between instructor and student. The course content will deal with current issues in abnormal psychology as well as a thorough familiarization of the categories found in the current *Diagnostic and Statistical Manual* (DSM). Topics to be discussed include current research, techniques and treatment alternatives which are related to the field of psychopathology. An additional goal is to provide the opportunity to do a thorough literature review in a selected area and make an in-depth class presentation. Prerequisites: Minimum of 18 hours completed in the program, including PY 605, 610 and 630. S.

ADMINISTRATION/GRADUATE FACULTY

Administration

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Partner - Stinson Morrison Hecker LLP
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Former Assistant Director
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St. Louis, Missouri

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St. Mary-of-the-Woods, Indiana

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Kansas City, Missouri

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Missouri Court of Appeals, Western District
Kansas City, Missouri

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Kansas City, Missouri

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Former Kansas City Royal
Leawood, Kansas

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Cerner Corporation
Kansas City, Missouri

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Community Volunteer
Kansas City, Missouri

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Executive Director
Ministries Foundation of The Sisters
of St. Joseph
St. Paul Province, Minnesota

Sister Rita Marie Schmitz, CSJ, Ph.D. (2001)
Professor of Education
Fontbonne University
St. Louis, Missouri

Sister Ann Schorfheide, CSJ, Ph.D. (1997)
Associate Professor of Nursing
University of Kansas School of Nursing
Kansas City, Kansas

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Chairman, Avila University Board of
Trustees
Kansas City, Missouri

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Vice President, HNTB Architecture
Kansas City, Missouri

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Faith Wilson, Ph.D.
Robert R. Zambri

EXECUTIVE OFFICERS

Paul Bookmeyer, C.P.A. (2001)
Vice President for Finance and Administrative Services.
B.S.B.A., Midland Lutheran College

Joseph W. Deighton, J.D. (1998)
Vice President and Dean for Student Affairs.
B.A., Walsh University; J.D., Case Western University.

Thomas F. Gordon, J.D., LL.M. (2000)
President. B.A., University of Notre Dame; J.D., University of Missouri-Columbia; LL.M., University of Missouri-Kansas City.

Sister Marie Joan Harris, CSJ, Ph.D. (1970)
Provost and Vice President for Academic Affairs. B.A., Fontbonne University; Ph.D., University of Kansas.

Kimberly A. Hinrichs (2001)
Vice President for Advancement. B.S., University of Nebraska at Kearney.

ADMINISTRATIVE STAFF

Deana Angotti (1998)
Director of Graduate Education. B.A., M.A., University of Missouri-Kansas City.

Angie Comstock (2001)
Director of Financial Aid. B.S., William Jewell College.

Kathleen Finegan (1994)
Library Director. B.A., M.A., University of Missouri-Kansas City; M.A., University of Missouri-Columbia.

Aaron Lorenzen (2002)
Registrar. B.A., Kansas State University.

Carol E. Pearce (2002)
Director of Psychology Admissions & Recruitment. B.A., University of Missouri-St. Louis; M.S., Avila University.

Graduate Faculty

FULL-TIME FACULTY

Wendy Acker (1992)
Assistant Professor of Business and Director of the MBA Program. B.S., Kansas State University; M.B.A., Avila University.

Cathy Bogart (1988)
Associate Professor of Psychology. B.A., Eastern Illinois University; M.A., University of Missouri-Kansas City; Ph.D., University of Kansas.

Brian Buckler (1996)
Assistant Professor in Business. B.S., M.B.A., Southwest Missouri State University; Ph.D., University of Texas.

Doris Ann Frede, C.P.A. (1988)
Assistant Professor of Business. B.S., M.A., Central Missouri State University.

Karen Garber-Miller (1995)
Associate Professor of Education. B.A., MidAmerica Nazarene University; M.A., Southern Nazarene University; Ph.D., University of Missouri-Kansas City.

Robert Gay (1982)
Professor of Business. B.A., M.A., University of Kansas; Ph.D., University of California-Los Angeles.

Fred Geer (1975)
Professor of Education and Psychology. B.S.E., M.S., Emporia State University; Ph.D., University of Kansas.

Judy Gibbs (1983)
Associate Professor of Business and Coordinator for Paralegal Program. B.A., Graceland College; J.D., University of Missouri-Kansas City.

Bonnie Givens, C.P.A. (1976)
Associate Professor of Business and Coordinator for Undergraduate Business/Economics Programs. B.S.B.A., Kansas State College of Pittsburg; M.S., University of Kansas.

Reulan Levin (1996)
Assistant Professor in Education. B.A., Luther College; M.A., Governors State University; Ed.S., University of Missouri-Kansas City; Ed.D., University of Kansas.

Sue Ellen McCalley (1993)
Associate Professor in Education. B.S., Northwestern University; M.A., University of Missouri-Kansas City; Ph.D., University of Kansas.

Lisa Reboy-Woolery (2002)
Assistant Professor of Psychology. B.A., Washington and Jefferson College; M.A., Ph.D., University of Kansas.

Stephen Sirridge (1975)
Professor of Psychology. B.A., M.S., Ph.D., University of Kansas.

Laura L. Sloan (1986)
Professor of Education. B.A., M.S., Ph.D., University of Missouri-Kansas City.

Richard Woodall (1994)
Professor and Chairperson for the Division of Business. B.A., University of South Florida; M.A., University of Iowa; D.A., Illinois State University. M.A., Ph.D., University of Illinois-Urbana.

ADJUNCT FACULTY

BUSINESS

J. Richard Anderson (1996)
Business. B.S., B.A., M.B.S., Rockhurst College.

Maxene Bogmol (2000)
Business. B.S., University of Missouri-Kansas City; M.B.A., Avila University.

Christine Brough (1995)
Business. B.A., Rockhurst College; M.S., Texas Women's University; Ph.D. Candidate, University of Southern California.

Robert N. Capps (1999)
Business. B.A., Ottawa University; M.S., Avila University.

Charles E. Finch (1994)
Economics. B.A., M.B.A., University of Missouri-Kansas City; M.A., University of Kansas.

Nancy J. Fryer (1990)
Business. B.S., M.B.A., Avila University.

Patrick F. Fryer (2001)
B.S., Central Missouri State University; J.D., University of Missouri.

Terrance J. Green (2000)
B.S., State University of New York-Albany; M.S., Boston University.

Mark Jannaman (2000)
Finance. B.S.B.A., Central Missouri University; M.L.A., Baker University; M.B.A., Avila University.

John L. Kopecky (1999)
Business. B.S., University of Nebraska; M.B.A., Avila University.

R. Michael Lawler (1999)
Business. Coordinator, M.B.A. Program; B.S., University of Tennessee; M.S., Ph.D., Florida State University.

Don Miller (1997)
Business. Coordinaor, M.B.A. Program; B.S., M.S., University of South Dakota.

John A. (Jack) Olsen (1985)
Finance. B.A., Washington and Jefferson College; M.B.A., Duquesne University.

James W. Okenfuss (2000)
B.S.E.E., University of Missouri-Columbia; M.B.A., Rockhurst University; Ph.D. Candidate, University of Missouri-Kansas City.

Nancy J. Peterson (1993)
Business. B.A., University of Missouri-Kansas City; M.B.A., Avila University.

Mark Roselli (1998)
Business. B.A., Webster University; M.B.A., Avila University; Ph.D., University of Missouri-Kansas City.

Stan J. Salva (1991)
B.S., University of Missouri-Columbia; M.S., University of Kansas; M.B.A., Central Missouri State University.

Brian Staihr (1996)
Economics. B.A., University of Missouri; M.A., Ph.D., Washington University.

EDUCATION

Linda Alexander (2003)
Education. B.A., Mid-America Nazarene University; M.A., University of Kansas.

Kathy Hardy (2002)
Education. B.S., M.S.., Ed.S., Emporia State University.

Rochelle Korshus (2002)
Education. B.S., M.Ed., Kansas State University.

Arden Powell (2002)
Education. B.A., Avila University; M.S.Ed., University of Kansas.

Janyce Rooney (2002)
Education. B.A., Mt. St. Mary's College; M.S., Creighton University; Ed.S., Fort Hays State University; Ed.D., Oklahoma State University.

Connie Sanders (1999)
Education. B.S., Towson State University; M.S., Education Specialist, University of Kansas.

Lou Sears (2001)
Education. B.S., M.S., Southwest Missouri State University; Ed. Spec., University of Missouri-Kansas City.

Sally Morgan Smith (2001)
Special Education. B.A., Drury College; M.S., Portland State University; Ph.D., Southwest Texas State University; Ph.D., University of Kansas.

PSYCHOLOGY

Amy Bucher (2002)
Psychology. B.A., University of California; Ph.D., University of Missouri-Kansas City.

Mary Ellen Culver (2000)
Psychology. B.A., University of Kansas; M.A., Western Graduate School of Psychology; M.S., Ph.D., Pacific Graduate School of Psychology.

Jeanne Finley (2002)
Psychology. B.S.Ed., University of Missouri; M.S.Ed., Central Missouri State University.

Ron Frigualt (1998)
Psychology. B.S., Michigan State University; M.Ed., University of Missouri-Columbia; Ph.D., University of Texas.

Gaye Henderson (1998)
Psychology. B.M., Phillips University; M.S., Avila University.

Sandra Scharlemann (2001)
Psychology. B.S., University of Missouri-St. Louis; M.A., Pepperdine University; Psy.D., United States International University.

Mary Schuele (1995)
Psychology. B.A., Benedictine College; M.A., Ph.D., University of Missouri-Kansas City.

Lori B. Schwartz (1990)
Psychology. B.A., University of Kansas; M.A., Ph.D., University of Missouri-Kansas City.

Barbara Walton (2002)
Psychology. B.A., University of Missouri-Kansas City; M.S., Avila University; Psy.D., Forest Institute of Professional Psychology.

Colleges Sponsored by the Sisters of St. Joseph of Carondelet

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Kansas City, Missouri

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St. Louis, Missouri

Mount St. Mary's College
Los Angeles, California

The College of St. Catherine
St. Paul, Minnesota
Minneapolis, Minnesota

The College of Saint Rose
Albany, New York

Addresses for Accreditation/Approval Agencies:

The Higher Learning Commission and a Member of the North Central Association
30 North LaSalle St., Suite 2400
Chicago, Illinois 60602-2504

Missouri State Board of Nursing
3605 Missouri Boulevard
Post Office Box 656
Jefferson City, Missouri 65102-0656
573-751-0681 • Fax 573-751-0075

Commission on Collegiate Nursing Education
One Dupont Circle, NW, Suite 530
Washington, DC 20036-1120
202-887-6791

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive
Suite 900
Chicago, IL 60606-2901

National Accrediting Agency for Clinical Laboratory Science
8410 W. Bryn Mawr Avenue
Suite 670
Chicago, IL 60631

ABA Approval Commission
750 N. Lake Shore Drive
Chicago, IL 60611

Council of Social Work Education
1725 Duke Street, Suite 500
Alexandria, VA 22314

Masters in Psychology Accreditation Council - Department of Psychology
Pittsburgh State University
Pittsburgh, KS 66762
316-235-4501 • Fax 417-782-9425
DLET3@aol.com

Missouri Department of Elementary and Secondary Education
Missouri State Board of Education
P.O. Box 480
Jefferson City, MO 65102-4446

Address of Interest to Teacher Education Students

Kansas Department of Education
120 SE 10th Avenue
Topeka, KS 66612

INDEX

Academic Advising 36
Academic Calendar 3
Academic Honesty 37
Academic Information 33
Academic Policies & Procedures 35
Accounting Courses 43
Accreditation 11
Accrediting Agencies Addresses 60
Adjunct Faculty 58
Administrative/Graduate Faculty 55
Administrative Staff 57
Admission/Expenses 25
Admission Policies and Procedures 26
Alumni Association 13
Appeals Procedure, Academic Matters 39
Assessment Program 34
Athletic Department 20
Attendance 37
Audit 38

Board of Counselors 56
Board of Trustees 56
Bookstore 20
Business Administration Courses 44
Business Certificate, Admission 26

Campus Buildings/Centers 8
Campus Life 19
Campus Map 62
Campus Ministry 21
Catalog Student Must Follow 35
Certification Program in Education 47
Certification Programs 34
Change of Program & Withdrawals 37
Child Care Center 21
Colleges, Sisters of St. Joseph 60
Computer Facilities 10
Consensual Relationships 16
Correspondence 1
Counseling 21
Courses of Instruction 42
Course Numbering System 40
Credit Balance Refunds 30
Credit Cards 27
Credit Hours 38
Credit for Prior Learning 36
Crime Awareness and Campus Security . . . 16

Deferred Payment Plan 28
Degree, Application for 40
Disability Services 21

Economics Courses 46
Education Certification Program 47
Education Master's/Graduate Certification Calendar 3
Education Pass Rates 17
Executive Officers 57
Expenses 27

Faculty 10, 58
Family Education Rights and Privacy Act (FERPA) 16, 39
Financial Aid 32
Financial Regulations 27
Full-time Faculty 58

General Information 5
Grade Appeal 39
Grade Points 38
Grade Reports 38
Grading System 38
Graduate Certification Students 26
Graduate Education Refund Policy 31
Graduate & Undergraduate Credit 37
Graduate Programs 34
Graduate Programs/Courses 41
Graduation Participation 40

Health and Child Care Services 22
History of Avila University 7

Incomplete Grade 38
Independent Study 37
Identification Card 23
Information Technology Usage Policy 17
Introduction to Avila 6

Library 9
Loans 28, 31

MBA Calendar 3
Master of Business Administration 42
Master of Arts in Education 50
Master of Science in Psychology 51
Memberships 11
Mission Statement 6
Montessori School 22

Non-Discriminatory Policy 13

Payment of Accounts 28
Personal Property Losses 23
Philosophy of the University 8
Progress Toward Degree 36
Psychology Courses 53
Purposes 6

Refund Appeal 30
Refund Policy 28
Registration 36
Release of Student Information 39
Repeated Course Work 37
Residence Halls, Refund Policy 31

Security 22
Sexual Harassment Policy 13
Student Affairs 20
Student Body 10
Student Conduct 23
Student I.D. Cards 23
Student Policies 23
Student Right to Know Act 16
Student Services 20
Substance Abuse 16

Table of Contents 2
Teacher Certification, Admission 26
Technology Facilities 10
Transcripts 39
Transfer Credit 36
Tuition 27
Tuition Adjustment 28

Value Statement 7

Weekend Classes 34
Wellness 22
Withdrawal 38

Avila University

Legend

1. ***Blasco Hall***
   Admissions, Administration,
   Advancement, Business Office,
   Student Resource Center
   Registrar's Office
   Financial Aid

2. ***Borserine Centre***
   Nursing Division, Classrooms
   Humanities Division

3. ***Goppert Theatre***
   Theatre, Music

4. ***Marian Centre***
   Student Affairs, Dining Hall,
   Food Service, Bookstore,
   ATM, Student Union

5. ***Carondelet Hall***
   Residence Center

6. ***Hodes Education Centre***
   Education Division,
   Psychology Division,
   Classrooms,
   Montessori School

7. ***Foyle Hall***
   Chapel, Sisters' Residence

8. ***Ridgway Hall***
   Residence Center

9. ***Dallavis Center***
   Art Center, Photography,
   The Talon Office,
   Communication, TV Studio,
   Classrooms

10. ***O'Rielly Hall***
    Science labs, Computer Labs,
    Social Science Division,
    Natural Allied Health Sciences,
    Mathematics Division

11/12. ***Whitfield Centre***
    MBA Office,
    Business Division
    Thornill Art Gallery
    Avila Advantage Offices

13. ***Hooley-Bundschu Library***
    Library, MOHELA Lab,
    Student Computer Labs

14. ***Mabee Fieldhouse***
    Athletics

15. ***Thomas R. Zarda Family Athletic Complex***
    Soccer, Baseball, Softball
    Fields

16. ***Schlumpberger Facility***

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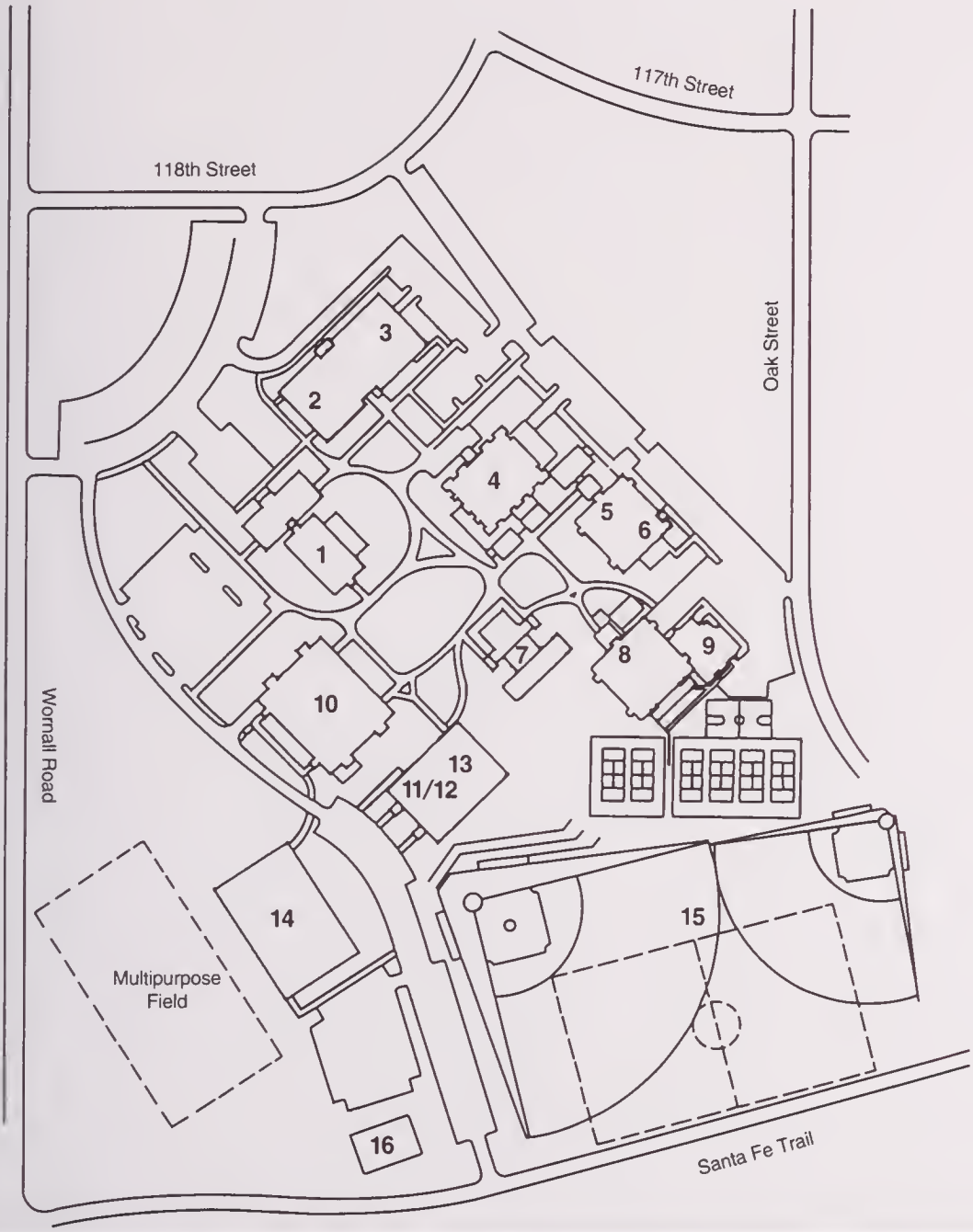
Avila University



1-800-GO-AVILA • 816-942-8400, ext. 3500 • 11901 Wornall Road • Kansas City, MO 64145
www.Avila.edu • Admissions@mail.Avila.edu

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11901 Wornall Road
Kansas City, Missouri 64145
1-800-GO-AVILA
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